

## PRELIMINARY PLAT/PLAN REQUIREMENTS AND CHECKLIST

### CHECKLIST FOR BOTH PLATS AND PLANS

- Nine (9) sets of uniform size sheets
- Title block:
  - Name of the proposed development, city name, county name; street name and addresses if applicable
  - Names, addresses, phone numbers of landowner(s) and developer(s);
  - Name, address, phone number, and registration number of land surveyor/engineer responsible for the plat. Note: Note: seal and/or stamp of the licensed surveyor/engineer is required on final plats and plans.
  - Label "Preliminary Plat" or "Preliminary Plan"
  - Date of original and revisions
- Legend:
  - North arrow
  - Graphic scale (not more than 1"= 200 ft.) without permission
  - Vicinity map, 2,000 feet to the inch or greater, scaled appropriately to easily location the subject property.
- Information Block:
  - Zoning classification of land to be developed; proposed zoning (if applicable)
  - Typical and minimum lot acreage
  - Typical and minimum lot frontage
  - Total gross acreage
  - Acreage of land to be subdivided/developed
  - Acreage of remaining property
  - Acreage in R.O.W.
  - Net acreage by zone
  - Number of housing units by zone
  - Number of units per net acre by zone
  - Other
- Contours, not more than five (5) foot vertical intervals.
- Names of landowners and/or subdivisions, adjoining boundaries, zoning classification of adjoining subdivisions and lots of record.

## SUPPLEMENTAL CHECKLIST FOR PRELIMINARY DEVELOPMENT PLANS

The following items of supplementary information shall be required:

- Additions to Site Statistics:
  - Required Parking
  - Vehicle Use Are (V.U.A.)
  - Interior V.U.A. Landscape Area (required and provided)
  - Interior trees (required and provided)
  - Perimeter V.U.A. Landscape Area (required and provided)
  - Property Perimeter Buffer/Screening (required and provided)
  - Building Coverage
- Proposed location, right-of-way, pavement width, of new streets or private drives, etc.
- Proposed utility easements and other easements.
- Proposed water quantity, quality protection, and recharge plan.
- Preliminary plans for facilities for stormwater drainage.
- All parking areas including required data and landscaping.
- Building information and data.
- A preliminary landscape plan shall be provided per the requirements of the Landscape and Buffer Ordinance in the Zoning Ordinance.
- Adequate pedestrian circulation. Plan shall be ADA compliant.
- A preliminary grading plan.
- Proposed sign locations, lighting, dumpster locations and screening, and any traffic control devices such as stop signs, stop bars, and arrows indicating direction of movement.
- Statement of whether KYTC entrance permit is required.
- All proper certificates (Only Planning Commission and Ownership certifications for Preliminary Plans.
- Appropriate lot addresses.
- Copy of completed application form and payment for development plan processing fee.

(Additional certifications will be required on Final Plans.)

## PRELIMINARY PLAT SUPPLEMENTARY INFORMATION

- Copy of completed application form and payment for subdivision plat processing fee.
- Legal description or recording reference of the tract to be developed.
- Bearings and distances of original property lines, existing features: street names, easements, buildings, entrances, water courses (including flood plains with source, streams, sinkholes), significant individual trees or stands of trees, and other existing physical features; on-site and off-site potential sinkholes, environmentally sensitive areas, and other non-buildable area.
- Location of existing sewers, water mains, fire hydrants, storm drains, power transmission lines, and other underground structures.
- Proposed location and width of all new streets, alleys, lots, entrances, building lines, and easements (scale of 1"=200 ft.); including typical sections of each existing and proposed street keyed to plat or plan.
- Layout of proposed lots, including dimensions of lot lines, lot numbers, building setback line, and side and rear yard setbacks.
- Additions to Site Statistics:
  - Area of each lot (acreage or sq. ft. as appropriate)
  - Acreage in streets;
  - Other pertinent acreages;
- Lot number and area in square feet of the smallest lot in the development.
- Location, acreage, and designation of all areas to be used for non-residential purposes, including areas reserved or dedicated for public use and utility installations.
- Location and type of monuments and pins.
- For industrial or commercial plats: access points, building footprints masses, proposed entrances, loading areas, number of establishments.
- Location, right-of-way, and pavement width of new streets (sections and plans to be attached);
  - radii, points of curvature, lengths of arcs for proposed streets;
  - proposed changes to existing streets;
- Proposed improvements such as sidewalks, planting and parking, parks and any grading of individual lots.
- Statement of deed restrictions and protective covenants and homeowner's association requirements, if any.
- Show location of easement for sanitary sewage disposal.
- Show location of easement for domestic water supply.
- Statement of how storm water requirements (quantity, quality, and recharge) will be met.
- If there is any shared access, a note explaining sharing responsibilities.
- Request for modification, variance or waiver of preliminary plat requirements or design standard. (Optional)
- Certification of Ownership.
- Certification of approval by the Planning Commission.

(Additional certifications will be required on final plats.)