

PRELIMINARY PLAT/PLAN REQUIREMENTS AND CHECK LIST

At a minimum, and in conformance with all standards found in the *Zoning Ordinance* and the *Subdivision and Development Regulations*, the following information shall be included on the Preliminary Subdivision Plat/Development Plan unless accompanied by a request for waiver. This checklist shall not be considered a substitute for a careful review of the *Zoning Ordinance* and the *Subdivision and Development Regulations*. The developer will be expected to comply with all applicable requirements found in these regulations.

CHECKLIST FOR BOTH PLATS AND PLANS

	Yes	No
Seven (7) sets of uniform size sheets, 18" x 24" or 24" x 36" (index of the same size, if necessary). A PDF copy of the plan shall also be submitted.		
Title block:		
Name of the proposed development, city name, county name;		
Names, address, phone numbers of landowner(s) and developer(s)		
Name, address, phone number, and seal and/or stamp of the licensed engineer and/or registration number of land surveyor responsible for plat;		
Label "Preliminary Subdivision Plat" or "Preliminary Development Plan"		
Legend		
North Arrow;		
Graphic scale at a standard engineering scale 1" = 20, 30, 40, 50, 60, or 100 ft. (not more than 1" = 200 ft.)		
Date of original and revisions		
Acreage of land to be subdivided/developed		
Vicinity map 2,000 feet to the inch or greater		
Information Block/Site Statistics:		
Address of Site		
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 in right-of-way;		
Net acreage by zone;		
Number of housing units by zone (for residential development);		
Number of units per net acre by zone (for residential development);		
Other;		
Acreage of remaining property;		
Bearings and distances of original property lines.		
Contours, not more than five (5) foot vertical intervals		
Statement of whether the project is within the Royal Spring Aquifer Recharge Area		
Environmentally Sensitive Areas including floodplain, waterways, wetlands, significant trees and fence rows, steep slopes, and sinkholes are identified		

Existing & Proposed right-of-way for public and private streets, including typical sections of each showing pavement width, sidewalks, curbing, etc. keyed to the plat or plan.		
Existing and proposed utilities, utility easements, and other easements		
Adequate pedestrian circulation		
Preliminary stormwater drainage and management / water protection plan		
Names of adjoining landowners and/or subdivisions, boundaries, zoning classification of adjoining subdivisions and lots of record		
Traffic Impact Study or Statement that the site will generate fewer than 100 peak hour trips citing the ITE Trip Generation Manual		
Certification of Ownership (signed)		
Certification of Planning Commission approval		
Copy of completed application form and application fee		

PRELIMINARY DEVELOPMENT PLAN SUPPLEMENTARY INFORMATION

	Yes	No
Off-street parking is shown with appropriate site statistics including number of spaces required & provided, number of handicap accessible spaces, size of spaces, etc.		
Building information and data including area, height, etc.		
A preliminary landscape plan shall be provided including:		
Property perimeter landscaping;		
Vehicular use area perimeter screening;		
Interior vehicular use area landscaping;		
Tree canopy requirements.		
A preliminary grading plan.		
Proposed sign locations, dumpster locations and screening, and traffic flow		
Statement of whether KYTC entrance permit is required		
Owner certification and preliminary approval certification		
Copy of completed application form and payment for development plan processing fee		

PRELIMINARY SUBDIVISION PLAT SUPPLEMENTARY INFORMATION

	Yes	No
Layout of proposed lots, including dimensions of lot lines, lot numbers, building setback line, and side and rear yard setbacks		
Acreage of:		
Each lot;		
Streets;		
Tree canopy preserved and proposed;		
Other pertinent acreages;		
The smallest lot in the development (include lot number and list area in square feet).		
Location, acreage, and lot number of all areas to be used for non-residential purposes, including lots reserved or dedicated for public use and utility installations.		
Statement of deed restrictions and protective covenants and homeowner's association requirements, if any.		
Request for modification, variance or waiver of preliminary plat requirements or design standard. (Optional)		