



# Step-by-Step Process for Minor Plat Approval

## Joint City-County Planning Commission of Nelson County

This information sheet is a simplified description of the steps for the preparation, submission, review, and approval of major plats in Nelson County.

A minor subdivision is defined in the *Subdivision Regulations for All of Nelson County* as the division of land into three (3) lots or less from the parent tract for *residential use*; provided that there is no major construction of site improvements, including any new street or other public right-of-way or provision for a public area or public facility.

### Step #1 Pre-Application Conference

Prior to any land disturbance or start of preliminary survey or engineering work, the Planning Commission staff encourages the Subdivider to schedule a pre-application conference to discuss informally the proposed division of land and to review the minimum subdivision design standards and plat requirements. This advisory meeting is voluntary but beneficial to prevent unnecessary and costly revisions in layout and development of the subdivision.

### Step #2 Plat Preparation

The Subdivider employs a Land Surveyor licensed in the Commonwealth of Kentucky to prepare the minor plat. A list of surveyors is available from the Kentucky State Board of Licensure for Professional Engineers and Land Surveyors by calling (800) 573-2680 or visiting their website at <http://kyboels.state.ky.us/searchroster.asp>. Minor plats shall comply with the *Minimum Standards of Practice for Land Surveyors in Kentucky* (201 KAR 18.150) and *Subdivision and Zoning Regulations*.

### Step #3 Application, Plat, & Fee Submission

The Subdivider submits the following for Planning Commission staff review and approval:

- Minor Subdivision Application;
- Three (3) copies of the minor plat; and,
- Non-refundable fee, made payable to the Planning Commission (see Fee Schedule).

### Step #4 Staff Review

Within one (1) business day of submission, the Planning Commission staff reviews the plat for conformance to subdivision and zoning regulations

and contacts the Subdivider and/or Land Surveyor of record regarding necessary plat modifications. Three (3) copies of the revised minor plat shall be submitted for review and approval.

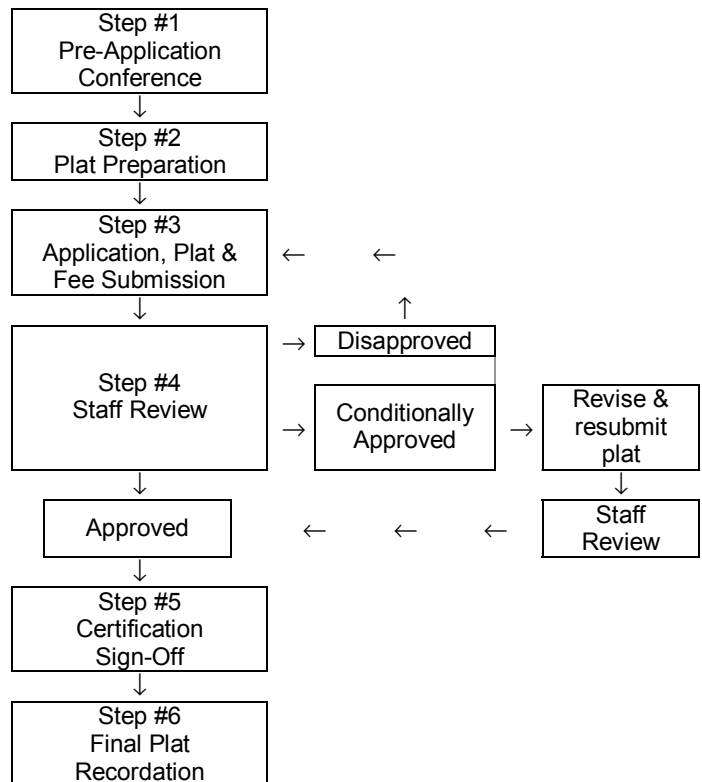
### Step #5 Certification Completion

The Subdivider obtains signatures on all owner and agency certification.

### Step #6 Plat Recordation

The Minor Plat must be recorded in the Nelson County Clerk's office within sixty (60) days of Planning Commission approval. The Minor Plat shall not be altered in any manner between approval and recording.

### Minor Plat Approval Process Flowchart



**Note: This step-by-step process is presented for general information purposes only. All subdividers, developers, land surveyors, and engineers should consult with the Planning Commission for all zoning and subdivision regulations.**