

Subdivision Plat Checklist
Joint City-County Planning Commission of Nelson County
(rev. 03/05/08)

A Land Surveyor licensed in the Commonwealth of Kentucky shall prepare all minor and major plats. Plats shall meet the *Minimum Standards of Practice for Land Surveyors in Kentucky* established by the Kentucky State Board of Licensure for Professional Engineers and Land Surveyors (201 KAR 18.150). Plats also shall comply with the minimum standards of and shall be filed in accordance with the *Subdivision and Zoning Regulations for All of Nelson County, Kentucky*. **Note: Minor plats shall meet all applicable preliminary and final plat requirements.**

Preliminary Plat

A preliminary plat must include the following:

1. Drawn on durable, dimensionally stable media no larger than 24" x 36". If more than one (1) sheet is used, the sheets shall be numbered in sequence.
2. Labeled as "Preliminary Plat. For phased developments, label "Phase [#]." [Not applicable for Minor Plats].
3. Drawn at a convenient and standard scale.
4. Title block containing contain the following information:
 - a. Name of the subdivision, which shall not duplicate nor closely approximate the name of any other subdivision in the Nelson County.
 - b. Name and mailing address of the property owner(s);
 - c. Name and mailing address of the developer(s), if different from the owner(s)
 - d. Record source of property being subdivided;
 - e. Name and address of the land surveyor, and if applicable, the firm that performed the survey.
 - f. Date of preparation.
 - g. All other pertinent data or information.
5. Graphic and written scale.
6. North arrow.
7. Vicinity map of sufficient detail to locate property being subdivided and showing major streets and other durable physical features.
8. Existing property zoning classification.
9. Boundaries and total calculated area of land being subdivided computed either to the nearest hundredth of an acre or nearest square foot.
10. Layout of proposed tracts of land, including lot lines, dimensions, numbers, and minimum building setback lines. Tracts shall be laid out according to sound planning principles. Lots numbered in numerical order, and for lot revisions, lots numbered in successive order (e.g., 45-1, 45-2 or 45A, 45B).
11. Approximate acreage and availability of frontage of residual tract(s).
12. Distance to the nearest intersection.
13. Existing streets/roads and their names, locations, rights-of-way widths, and pavement widths and types. Recorded, unimproved streets shown with dashed lines.
14. Proposed streets/roads and their locations, rights-of-way widths, pavement widths, and pavement types.
15. Typical street sections for proposed streets showing structure, width, sidewalks, and drainage.
16. Existing easements and railroad and other rights-of-way visible or discernible during field survey or required research and proposed easements and their purpose, location, width and distance.
17. All principal structures labeled as currently constructed and labeled with street address, if applicable.
18. All accessory structures labeled as currently used. For example: barn, garage, shed, etc.
19. Names, locations, record sources, and zoning classifications of adjoining properties along with intersecting property lines, and if adjoining property is a recorded subdivision, lot pattern and street locations.

Preliminary Plats (continued)

20. All floodplain areas shown and clearly labeled, and if available, the actual computed elevation of the regulatory flood and FIRM identification number noted.
21. General utility notes, as follows:
(Note: Easements may be shown in general utility notes or depicted on the plat.)
- a. There is a 20-foot general utility easement across the front of each lot, unless otherwise noted.
 - b. There is a 10-foot general utility easement across the rear of each lot, unless otherwise noted.
 - c. There is a 10-foot general utility easement centered on each side lot, being 5 feet on each side of said line, unless otherwise noted.
 - d. All new residential subdivisions shall have underground utilities, unless otherwise noted.
 - e. Owners of any lot within this subdivision shall be responsible for the maintenance of drainage and other easement areas, unless otherwise noted.
 - f. Easements granted and conveyed to utility companies for utility purposes, including: (1) the right to trim or remove any and all trees, structures, and obstacles located on the easements or in such proximity thereto that in falling might interfere with the operation and/or maintenance of said facilities; (2) no building or other structure shall be erected, and no landfill or excavation or other change of grade shall be performed, upon said easements after installation of facilities; (3) right of ingress and egress to the users of the utility easements as required to construct, operate, maintain, and reinforce facilities with said easements.
 - g. Electric easement: A distance of fifteen (15) feet on the property side of the road right-of-way (running parallel to the road right-of-way) on both sides of the street and a ten (10) foot wide guying easement (five (5) feet on each side of the property line) and thirty (30) foot deep (from road right-of-way) wherever a utility pole is erected.
 - h. All entrances providing access to a public right-of-way must receive an entrance permit from the appropriate governmental agency. Plat approval does not relieve property owners of the responsibility to obtain an entrance permit, nor does it guarantee approval of an access permit even if properly applied for.

The following additional documentation must be submitted with a preliminary plat:

1. Major Preliminary Subdivision Application, completed and signed.
2. Ten (10) copies of the preliminary plat.
3. Public Services Review form, completed and signed.
4. Twelve (12) copies and one electronic copy of traffic assessment or traffic impact study, if required.
5. For phased developments, conceptual plan for residual tract, if applicable.
6. Street profiles and other improvement drawings, if required.
7. Written Subdivision Regulations variance (§8.1) request and justification statement, if applicable.
8. Written description of Zoning Regulations variance(s) to be requested, if applicable.
9. Draft copy of private deed restrictions or protective covenants, if required.
10. Nonrefundable review and CLUR fees, made payable to the Planning Commission (see Fee Schedule).

