



**CITY OF ALEXANDRIA**  
8236 WEST MAIN STREET  
ALEXANDRIA, KY 41001  
(859) 635-4125  
FAX (859) 635-4127

**PLANNING AND ZONING COMMISSION**  
**APPLICATION FOR IDENTIFICATION/CONVEYANCE PLAT APPROVAL**

Project Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

GRANTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

GRANTEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

1. Number of previous parcels divided from the parent tract: \_\_\_\_\_

2. Lot Size(s): \_\_\_\_\_ 3. Size of residual parcel: \_\_\_\_\_

4. Zoning of parcel: \_\_\_\_\_ 5. Buildable or Non-buildable lot: \_\_\_\_\_

6. The subdivider shall submit the following items to the Planning Commission or its duly authorized representative (in accordance with the attached checklist) **thirty (30) days in advance**:

**A) APPLICATION FOR ID PLAT APPROVAL:** Three (3) copies.

**B) IDENTIFICATION PLAT:** Three (3) original copies; one (1) to be recorded, and two (2) additional copies (in accordance with the attached checklist).

**C) TRAVERSE SHEETS:** Three (3) copies of the perimeter survey boundary with error of closure not less than one foot in five thousand (1:5000).

**D) LEGAL DESCRIPTION:** Three (3) copies of a metes and bounds description of the parcels.

**E) FEES:** Required fees shall be paid at the time of submittal of this application. All checks and money orders are payable to **City of Alexandria**.

- ◆ \$250.00 per plat or parcel to be subdivided from a parcel tract requiring approval for mortgage or conveyance purposes.

**F) INDIVIDUAL ON-SITE SEWAGE DISPOSAL SYSTEMS:** Where individual on-site sewage disposal systems have been approved, (1) one copy of the permit to use on-site disposal systems for each proposed lot, approved by the Department of Housing, Building and Construction, Division of Plumbing.

7. Contact person: \_\_\_\_\_

8. Phone Number \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

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(For Office Use Only)

Date Rec'd \_\_\_\_\_ Fee Rec'd: \$ \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Minimum lot width: \_\_\_\_\_ Minimum lot size: \_\_\_\_\_

Minimum setback: \_\_\_\_\_ Right of Way: \_\_\_\_\_

Zoning: \_\_\_\_\_ Buildable Lot: \_\_\_\_\_ Non Buildable Lot: \_\_\_\_\_

Water: \_\_\_\_\_ Yes \_\_\_\_\_ No Sewer: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Must answer Yes to all of the following:**

- \_\_\_\_\_ Parcel does not involve the construction of any public utilities
- \_\_\_\_\_ Not more than two (2) lots are being sub-divided from the parent tract after 1966
- \_\_\_\_\_ Adjustments to lot lines involve less than three (3) contiguous lots
- \_\_\_\_\_ Lot(s) meet(s) all zoning and subdivision requirements

**Items filed:**

- \_\_\_\_\_ Three (3) copies of the application for ID Plat Approval
- \_\_\_\_\_ Identification Plat, three (3) copies
- \_\_\_\_\_ Traverse sheets, three (3) copies
- \_\_\_\_\_ Legal description, three (3) copies
- \_\_\_\_\_ All criteria met on ID Plat Checklist
- \_\_\_\_\_ Fees (*Payable to City of Alexandria*)
- \_\_\_\_\_ On-Site Septic Approval (*If applicable*)

**All checklist items filed:** \_\_\_\_\_ Yes \_\_\_\_\_ No

Date action taken: \_\_\_\_\_

Approved: \_\_\_\_\_ \*Approved w/conditions: \_\_\_\_\_ \*\*Not Approved: \_\_\_\_\_

\*Conditions of approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*Reason for non-approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## IDENTIFICATION PLAT CHECKLIST

- \_\_\_\_\_ 1. 8 ½" x 11" or 8 ½" x 14" in size.
- \_\_\_\_\_ 2. Accompanied by a STATEMENT BY A REGISTERED LAND SURVEYOR that the parcel represents the first or second parcel subdivided from the original parent tract existing after to 1966 OR if applicable, certification as a non-buildable lot.
- \_\_\_\_\_ 3. If the plat depicts the second lot to be subdivided, sufficient information shall be included to locate the parcel being subdivided in relation to the previous subdivided parcel, as well as its location within the original tract existing after to 1966.
- \_\_\_\_\_ 4. A VICINITY MAP drawn at a scale of 1" = 2000' or greater, showing the parcel's relationship to existing roads and highways.
- \_\_\_\_\_ 5. The bearings and distances of each course of the parcel to be conveyed.
- \_\_\_\_\_ 6. A description of all monuments in accordance with 201 KAR 18.150.
- \_\_\_\_\_ 7. Names of roads, owner, and adjoiners (including deed book/page) and/or recorded subdivision lot designations (including plat book and page) and title references.
- \_\_\_\_\_ 8. Encroachments discovered in the course of the survey.
- \_\_\_\_\_ 9. A north point or reference meridian.
- \_\_\_\_\_ 10. A statement of whether or not the bearings and distances shown on the plat have been adjusted for closure.
- \_\_\_\_\_ 11. The dated signature and seal of the Registered Kentucky Land Surveyor responsible for the survey.
- \_\_\_\_\_ 12. The surveying statement as shown in Appendix F of these regulations along with any required statements mentioned previously (Items #2, 10, 12, and 17).
- \_\_\_\_\_ 13. Location and names of public and/or private rights-of-way that adjoin the boundary.
- \_\_\_\_\_ 14. Location and names of existing buildings, including manufactured or mobile homes.
- \_\_\_\_\_ 15. Written and graphic scale.
- \_\_\_\_\_ 16. A title block containing the survey title, location of the land being surveyed, name, address, and phone number of the land surveyor or firm, and name and address of the client.
- \_\_\_\_\_ 17. A DEDICATION STATEMENT for the declaration of public right-of-way and properly notarized.