



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

**PLANNING AND ZONING COMMISSION
APPLICATION FOR FINAL PLAT APPROVAL**

Project Number: _____ Date Submitted _____

1. Name of Subdivision: _____

Address _____

Site area (In Acres) _____ Zoning: _____

2. Owner _____ Phone _____

Address _____ Fax _____

3. Developer _____ Phone _____

Address _____ Fax _____

4. Surveyor _____ Phone _____

Address _____ Fax _____

5. The owner/developer shall submit the following items to the Planning & Zoning Commission, 8236 West Main Street, Alexandria, KY 41001:

A. APPLICATION FOR FINAL PLAT: One (1) copy.

B. FINAL PLAT:

◆ **Three (3) copies** of plat and completed checklist, plus a written description of all items checked "NOT APPLICABLE" or "NOT INCLUDED", should be submitted before **12:00 (Noon), thirty (30) days prior** to either the first or second meeting of each month.

◆ After revisions are made, **Ten (10) copies** of plat are to be submitted before **12:00 (Noon), fourteen (14) calendar days** prior to the next regular meeting of the planning commission.

C. DEED RESTRICTIONS OR PROTECTIVE COVENANTS: Ten (10) copies if filed separately or can be placed directly on the plat. If filed separately, a reference to the restrictions should be included on the plat with the book and page number of where filed in the Campbell County Clerk's office.

D. TRAVERSE SHEET: Three (3) copies of the perimeter survey boundary with an error of closure not less than one (1) foot in five thousand (5,000) feet (1:5000).

E. AS BUILT DRAWINGS: Three (3) copies showing plans for streets, water, storm and sanitary sewer systems as built, if constructed differently than the originally approved improvement drawings previously submitted in accordance with Section 3.5 of the Subdivision Regulations. If the improvements were constructed as originally approved, a statement signed and sealed by the subdivider's engineer certifying thus shall be submitted in lieu of as-built drawings.

F. INDIVIDUAL ON-SITE SEWAGE DISPOSAL SYSTEMS: Where individual on-site disposal systems have been approved, one (1) copy of the permit to use on-site disposal systems for

each proposed lot approved by the Department of Housing, Buildings and Construction - Division of Plumbing.

G. INSPECTION REPORTS: Three (3) copies to be completed by the City of Alexandria designated inspector upon completion of all public improvements.

H. FEES: Required fees shall be paid at the time of submittal of this application. All checks and money orders are to be made payable to the *City of Alexandria Planning & Zoning Commission*.

◆ FEE: \$425.00 Application Fee, plus \$10.00 per section of plat page, or portion thereof, in excess of one acre, embraced within the gross area to be platted.

5. In the case where all public improvements are not yet completed, including the streets, water mains, sanitary and storm sewers, or portions thereof, except sidewalks, (as approved by the planning commission's duly authorized representative), a bond or other financial instrument or guarantee must accompany a cost estimate for the total amount of the remaining improvements, together with all engineering and inspection fees, as estimated by the subdivider's engineer and approved by the City Engineer.

Date _____ Applicant Signature _____

**NOTE: A representative MUST be present at the scheduled P&Z meeting in order for approval.*

(For Office Use Only)

Date Rec'd _____ Rec'd By: _____ Fee Rec'd _____

- _____ Application and complete checklist (10 copies)
- _____ Final Plat (3 initial copies, 10 additional for planning commission)
- _____ Deed Restrictions or notation on plat
- _____ Traverse Sheet
- _____ As-built drawings
- _____ Individual on-site sewage disposal approval (if applicable)
- _____ Inspection reports
- _____ Guarantee or surety (if applicable)
- _____ Monumentation installed
- _____ Fees

All checklist items addressed:	_____ Yes	_____ No
1 st draft submitted 30 days in advance	_____ Yes	_____ No
Final draft submitted 14 days in advance	_____ Yes	_____ No

FINAL PLAT CHECKLIST

- _____ Conformance with the approved preliminary plat, in full
- _____ Vicinity Map
- _____ Mathematical Info. and data required to locate and retrace all data
- _____ Boundary lines with accurate lengths and bearings
- _____ Traverse calculations from complete boundary survey with closure max. (1:5000)
- _____ Exact location and widths of all existing or recorded streets within 100'
- _____ Exact location and widths of all abutting lot lines
- _____ Names of record owners of all adjacent property
- _____ Boundary line tied to street or monument and point in parent tract
- _____ Municipal and county boundaries (if applicable)
- _____ Rights-of-way lines and streets with names, centerlines, bearings and distances
- _____ Sufficient survey data to determine all points within a subdivision
- _____ All easements or rights-of-way with limitations described on the plat
- _____ All lot lines with distances and bearings
- _____ Identification of any waivers granted by Planning and Zoning
- _____ Numbering of blocks and lots
- _____ Denoting all dedicated areas with dimensions and purposes
- _____ Location and details of all permanent monuments set
- _____ Accurate outline of any property with deed restrictions (common use)
- _____ Flood hazard information
- _____ Recorded reference of all easements
- _____ Name and subdivision and name or number of parent tract
- _____ North point
- _____ Total site date, acreage, etc.
- _____ Certifications, acknowledgements, descriptions
- _____ Dedication certification, notarized and signed
- _____ Surveyors' certification signed and sealed.
- _____ Reference parent tract of property
- _____ Any other affidavits
- _____ Improvement drawings previously submitted or submitted with final plat
- _____ As-built for Storm, Sanitary, Water, if improvement drawings previously submitted
- _____ Copy of all deed restrictions or protective covenants
- _____ Final plat fee
- _____ Guarantee, bonds, etc.
- _____ Recording fees

Reason for any item not submitted on the checklist:

*May attach an additional page for explanation

SECTION 3.7 SUBMISSION OF THE FINAL PLAT:

- A. **GENERAL:** The Final Plat shall only be submitted after the Preliminary Plat has been approved or conditionally approved. The Final Plat shall conform to the approved or conditionally approved Preliminary Plat and shall include all changes, additions, deletions, or approvals as may be required on conditional approval by the Planning Commission, and shall be prepared in accordance with ARTICLE V and other applicable sections of these regulations.
- B. **PREPARATION:** The subdivider may cause, within twenty-four (24) consecutive calendar months after the approval or conditional approval of the Preliminary Plat, the subdivision or any part thereof, to be surveyed and a final plat thereof to be prepared. The Final Plat shall contain only that portion of the approved or conditionally approved Preliminary Plat which the subdivider wishes to have approved, recorded and developed at that time. Final Plats which are a portion of the approved or conditionally approved Preliminary Plat shall be named and listed as "Filing No. (assigned by Planning Commission's duly authorized representative) of (Name of Subdivision)". Final Plats which are resubdivisions of approved and recorded Final Plats shall be labeled as "RESUBDIVISION OF (Appropriate Listing Title)". The subdivider shall insure that the Final Plat is prepared under the supervision of a registered land surveyor.
- C. **FILING:** The subdivider shall submit to the Planning Commission's duly authorized representative, twelve (12) copies of the Final Plat drawings prepared in accordance with ARTICLE V of these regulations. At this time, the following material shall also be filed with the Planning Commission's duly authorized representative, unless otherwise noted:
1. Application for Final Plat approval: An application (provided by the Planning Commission) shall be submitted (APPENDIX G). At the time of submission, the Planning Commission's duly authorized representative, shall indicate, on the application, the date of submission and signature of the Planning Commission's duly authorized representative.
 2. Traverse Sheets: Three (3) copies of the traverse calculations. The minimum traverse calculations required shall include a closed traverse of the subdivision boundaries (as per SECTION 5.0, B).
 3. Improvement Drawings and Specifications: Improvement drawings and specifications will be required, if not submitted previously for processing, as per SECTIONS 3.5 and 3.6.
 - a. Three (3) copies of the Sanitary Sewerage & Storm Systems Plans and Profiles (as per SECTION 7.1 & 7.2).
 - b. Three (3) copies of the Water System Plans (as per SECTION 7.3).

- c. Three (3) copies of the Street Plans and Profiles, including typical cross sections (as per SECTION 7.4).
4. Drainage Plans Including Computations and Plans for Control of Erosion and Sedimentation: This report will be required, if not submitted previously for processing, as per SECTIONS 3.4 and 3.5.
 - a. Three (3) copies of the Drainage Report, including computations (as per SECTION 7.0).
 - b. Three (3) copies of plans for control of erosion and sedimentation (as per SECTION 7.13).
5. As-Built Improvement Drawings: Where the improvement drawings and specifications were previously submitted and approved prior to the submission of the Final Plat, as per SECTIONS 3.5 and 3.6, and where improvements were constructed differently from the originally approved improvement drawings, the subdivider shall submit three (3) copies of the As-Built Improvement Drawings for the sanitary sewerage and storm system and water system.
6. Final Plat Fees: Final Plat fees shall be submitted in accordance with SECTION 8.1.
7. Guarantee: A guarantee (if applicable) per SECTION 7.18 of these regulations.

SECTION 3.8 PROCESSING OF THE FINAL PLAT AND WHERE APPLICABLE, THE IMPROVEMENT DRAWINGS AND SPECIFICATIONS: The Planning Commission's duly authorized representative, shall check the Final Plat as to conformity with the approved, or conditionally approved, Preliminary Plat and all other pertinent aspects as required in ARTICLE VI and other applicable sections of these regulations. Following review, the Planning Commission's duly authorized representative shall recommend one (1) of the following actions: (1) approve the Final Plat; (2) cause to revise the Final Plat, subject to conditions; or (3) disapprove the Final Plat, in accord with SECTION 3.9, B. Where applicable, the Planning Commission's duly authorized representative, shall also check the improvement drawings and specification, drainage plans and plans for erosion and sedimentation control, to insure that they are in conformity with the Final Plat and that they meet the requirements as established in ARTICLE VII and other pertinent sections of these regulations. In the event that improvement drawings and specifications were previously submitted and approved, prior to the submission of the Final Plat, and where improvements were constructed differently from the originally approved improvement drawings, the Planning Commission's duly authorized representative, review the as-built drawings (if required

as per SECTION 3.7, C., 5.) for their conformity to the Final Plat. Where improvements were constructed in accord with the originally approved improvement drawings, the subdivider's engineer shall certify, in writing to the Planning Commission that the improvements have been constructed and tested, where applicable, in accordance with the approved improvement drawings including any condition(s) added by the Planning Commission's duly authorized representative.

SECTION 3.9 PLANNING COMMISSION ACTION: Following the review of the Final Plat and, when applicable, the improvement drawings and specifications, as per SECTION 3.8, the Planning Commission shall take one (1) of the following final actions:

- A. **FINAL APPROVAL**-- final approval of a plat shall be given in one (1) of two (2) ways:
1. **After construction of improvements:** after the subdivider has obtained approval or conditional approval of the improvement drawings and plans, as indicated in SECTION 3.6 and has installed all required improvements in compliance with these regulations, final inspections have been performed and certified in accord with SECTION 7.15 and record copies of as-built drawings have been submitted (if such improvements were constructed differently than the originally approved improvement drawings), the Planning Commission shall then give Final Approval. The original drawing of the Final Plat shall then be signed and dated by the Chairperson of the Planning Commission.
 2. **Before construction of improvements:** The Planning Commission may give Limited Approval for the purpose of allowing the plat to be recorded before all required improvements are installed or completed, provided that a construction agreement and a guarantee (security bond) is submitted with the plat for the purpose of assuring installation and completion of such improvements. The amount of the guarantee (security bond) shall be based on an estimate made by the subdivider and approved by the Planning Commission's duly authorized representative (see SECTION 7.18). The original drawing of the Final Plat shall then be signed and dated by the Chairperson of the Planning Commission indicating that the Final Plat has received such Limited Approval, that there is a construction agreement and guarantee, and the amount of the bond. Upon determination that all requirements of these regulations have been met and only when all improvements are completed and installed and certified as such by the Planning Commission's duly authorized representative, shall the Planning Commission give a totally effective Final Approval. The original drawing of the Final Plat shall then be signed and dated by the Chairperson of the Planning Commission indicating such Final Approval. The guarantee (security bond) shall be returned to the

subdivider only after all improvements are installed, completed, and certified as such by the Planning Commission's duly authorized representative, Final Plat approval has been issued by the Planning Commission, and after as-built drawings have been provided to the Planning Commission, according to these regulations.

- B. Where construction and installation of utilities and other improvements which are not under the control and responsibility of the subdivider under these regulations are not complete when the Final Plat is offered for approval, the following shall apply:
1. A construction agreement and a guarantee (security bond) shall be submitted with the Final Plat for the purpose of assuring that any damage to the public right-of-ways and/or improvements therein caused by installation of the utilities will be repaired and/or restored. The amount of the guarantee (security bond) shall be based upon an estimate made by the subdivider and approved by the Planning Commission's duly authorized representative (See SECTION 7.18).
 2. Final Approval of the Final Plat pursuant to KRS 100.277(4), and release of the construction guarantee and security, shall not occur until installation of utilities and other improvements which are not under the control and responsibility of the subdivider under these regulations shall have been completed, and the public right-of-ways and easements and improvements thereon have been repaired, replaced, restored and/or completed and are certified by the Planning Commission's duly authorized representative that such are in full compliance with these regulations; the forty-five (45) days set forth in KRS 100.277(4) shall then begin to run.
- C. A subdivision may receive Final Plat Approval if required sidewalks have not been installed. However, it shall be the subdivider's continuing responsibility to insure that such sidewalks are ultimately installed (See SECTION 3.12).
- D. **DISAPPROVAL:** Should the Planning Commission decide to disapprove the Final Plat, written notice of such action, including the reasons for disapproval shall be made to the subdivider by the Planning Commission's duly authorized representative. The action shall be entered on the official records of the Planning Commission and the Commission's duly authorized representative.

SECTION 3.10 EFFECT OF APPROVAL: After the Final Plat has been approved by the Planning Commission or the Planning Commission's duly authorized representative, and signed by the Chairperson of the Planning Commission, it shall be recorded as specified in SECTION 3.12 of these regulations. Final plat certification by the planning commission shall not occur until all lots created by the subdivision are appropriately marked in accordance with Section 7.11 of these regulations.

SECTION 3.11 DISPOSITION OF APPROVED FINAL PLAT: After approval of the Final Plat by the Planning Commission, the subdivider's land surveyor shall submit six (6) copies of the Final Plat for disposition and one (1) reproducible Mylar copy to the Planning Commission's duly authorized representative for record purposes.

SECTION 3.12 RECORDING: After approval of the Final Plat, the original drawing of the approved Final Plat shall be filed in the Campbell County Clerk's office, after which lots may be sold, leased or transferred. A certificate of occupancy, however, may not be issued until all required improvements have been installed and completed. In the case where sidewalk improvements have not been completed, a conditional certificate of occupancy shall be given, provided either a guarantee (bond) is executed as per SECTION 7.18, A of these regulations, or a time period for completion is established, by contract with the City of Alexandria or fiscal court not to exceed six (6) months, signed by the developer, builder, and owner of the premises for which the improvements will serve.