



CITY OF ALEXANDRIA

8236 WEST MAIN STREET

ALEXANDRIA, KY 41001

(859) 635-4125

FAX (859) 635-4127

**PLANNING AND ZONING COMMISSION
APPLICATION FOR DEVELOPMENT PLAT/SITE PLAN APPROVAL**

DATE SUBMITTED _____

PROJECT NO. _____

1. Project Name: _____

Address _____

Site area (In Acres) _____ Section No. _____

2. Owner _____ Phone _____

Address _____ Fax _____

3. Developer _____ Phone _____

Address _____ Fax _____

4. Engineer _____ 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 DEVELOPMENT PLAT/SITE PLAN: One (1) copy.

B. SITE PLAN:

- ◆ **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 the 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. FEES: (Checks are payable to the City of Alexandria)

- ◆ Required fees shall be paid at the submittal of the application.
- ◆ \$600.00 Application Fee, plus \$10.00 per acre, or fraction thereof, for inspections of improvements excluding the building structure for occupancy.

6. Prior to the meeting of the planning commission, the sub-divider shall also submit copies of the PRELIMINARY PLAT to the following agencies in order to secure the necessary letters of approval.

- a) Northern Kentucky Water District
- b) Sanitation District No. 1
- c) Fire Department, Attn: Fire Chief

Note: The PRELIMINARY PLAT will not be considered by the planning commission until letters or stamps of approval from these agencies have been obtained.

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 _____

On P & Z agenda for meeting of: _____

- _____ Application and complete checklist (10 copies)
- _____ Development/Site Plan (3 initial copies, 10 additional for planning commission)
- _____ Fees
- _____ Letters of approval from utilities, fire chief

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

Date Action Taken: _____

Approved _____ *Approved w/Conditions _____ **Not Approved _____

*Conditions of approval: _____

**Reasons for non-approval: _____

DEVELOPMENT/SITE PLAN REVIEW CHECKLIST

No building shall be erected or structurally altered nor shall any grading take place on any lot or parcel in zones where a site plan is required, except in accordance with the regulations. Before a permit is issued for construction, a development or site plan must be approved by the Alexandria Planning Commission. The development or site plan shall identify and locate, where applicable, the following:

A. EXISTING AND PROPOSED TOPOGRAPHY

_____ 1. Contour intervals not to exceed five feet.

B. ALL HOUSING UNITS ON THE SUBJECT PROPERTY

- _____ 1. Detached housing – location, arrangement, and number of all lots, including exact dimensions, setbacks and maximum height of buildings.
- _____ 2. Attached housing – location, heights, and arrangement of all buildings indicating the number of units in each building, and where applicable, location and arrangement of all lots with exact lot dimensions.

C. NON-RESIDENTIAL BUILDINGS

- _____ 1. Indicate location, arrangement, and heights
- _____ 2. Building uses
- _____ 3. Location, arrangement, and dimensions of all lots

D. COMMON OPEN SPACE

- _____ 1. Lot dimensions
- _____ 2. Location and arrangement of recreational facilities
- _____ 3. Provisions for maintenance (Homeowners Association, Deeded to adjacent lot, etc.)

E. LANDSCAPE PLAN

- _____ 1. Drawn to a readable scale with title block
- _____ 2. Existing and proposed property lines
- _____ 3. Buildings and other structures (on-site and adjoining)
- _____ 4. Vehicular use areas including: parking stalls, driveways, service areas, wheel stops, square footage
- _____ 5. Water outlets
- _____ 6. All existing trees and vegetation
- _____ 7. Proposed Planting areas
- _____ 8. Landscape material, including name, location, size, and quantities
- _____ 9. Location of refuse containers

F. SIGNS

- _____ 1. Location, type, size, and height

G. UTILITY LINES AND EASEMENTS

- _____ 1. Waterline size and type
- _____ 2. Location of valves & hydrants, etc
- _____ 3. Sanitary sewer size, type, and gradients
- _____ 4. Invert elevations
- _____ 5. Location and type of manholes
- _____ 6. Location, type, and size of lift or pumping stations

- _____ 7. Process of any treatment facilities
- _____ 8. Location of open drainage courses and gradients
- _____ 9. Location, size, and type of pipes and/or culverts
- _____ 10. Location, size, and type of inlets and catch basins
- _____ 11. Data including:
 - _____ a) Quantity of storm water entering the property
 - _____ b) Quantity of flow at each inlet
 - _____ c) Quantity to be discharged at the various points to areas outside the property
- _____ 12. All other types of utilities (e.g. telephone, electric, etc.)
- _____ 13. The width of all utility easements

H. OFF-STREET PARKING, LOADING AND UNLOADING

- _____ 1. Location of all off-street parking, including the number and location of spaces
- _____ 2. Location of all loading/unloading areas
- _____ 3. Indicate type of surfacing
- _____ 4. Typical cross sections
- _____ 5. Dimensions of parking and loading/unloading areas

I. CIRCULATION SYSTEM

- _____ 1. Pedestrian walkways, including alignment, grades, type of surfacing, width
- _____ 2. Streets, including alignment grades, type of surfacing, width of pavement and right-of-way, geometric details, and typical cross sections

J. CONTROL OF EROSION, HILLSIDE SLIPPAGE, & SEDIMENTATION

- _____ 1. Indicate temporary and permanent control practices and measures which will be implemented during all phases of construction

K. SCHEDULE OF DEVELOPMENT, INCLUDING STAGING & PHASING OF

- _____ 1. Residential areas, in order of priority, by type of dwelling unit
- _____ 2. Streets, utilities, and other public facility improvements, in order of priority
- _____ 3. Dedication of land to public use or set aside for common ownership
- _____ 4. Nonresidential buildings and uses, in order of priority

L. PROPOSED BUILDINGS

- _____ 1. Exterior elevations
- _____ 2. Include exterior façade materials
- _____ 3. Color schemes
- _____ 4. Other details that may affect the exterior appearance of the building

M. LIGHTING PLAN, when applicable

N. Dumpster and/or refuse storage locations when applicable, including provisions for screening

O. Name, address, and telephone of applicant/building and/or developer/engineer/architect

P. The date of preparation of such plan and notation of revision dates when applicable