



**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 Number: \_\_\_\_\_

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 each month for approval.
- 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:** 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*.

- \$600.00 Application Fee per plat, 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 subdivider 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 for approval.

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(For Office Use Only)

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

Tentative P & Z agenda date: \_\_\_\_\_

\_\_\_\_\_ Application and complete checklist (10 copies)

\_\_\_\_\_ Development Plat/Site Plan (3 initial copies, 10 additional for planning commission)

\_\_\_\_\_ Fees

\_\_\_\_\_ Letters of approval from utilities and fire chief

|                                                    |           |          |
|----------------------------------------------------|-----------|----------|
| All checklist items addressed:                     | _____ Yes | _____ No |
| Engineer Review Complete                           | _____ Yes | _____ No |
| 1 <sup>st</sup> 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PRELIMINARY PLAT 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:

### EXISTING AND PROPOSED TOPOGRAPHY

\_\_\_ Contour intervals not to exceed five feet

### ALL HOUSING UNITS ON THE SUBJECT PROPERTY

\_\_\_ Detached housing – location, arrangement, and number of all lots, including exact dimensions, setbacks and maximum height of buildings

\_\_\_ 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.

### NON-RESIDENTIAL BUILDINGS

\_\_\_ Indicate location, arrangement, and heights

\_\_\_ Building uses

\_\_\_ Location, arrangement, and dimensions of all lots

### COMMON OPEN SPACE

\_\_\_ Lot dimensions

\_\_\_ Location and arrangement of recreational facilities

\_\_\_ Provisions for maintenance (Homeowners Association, Deeded to adjacent lot, etc.)

### LANDSCAPE PLAN

\_\_\_ Drawn to a readable scale with title block

\_\_\_ Existing and proposed property lines

\_\_\_ Buildings and other structures (on-site and adjoining)

\_\_\_ Vehicular use areas including: parking stalls, driveways, service areas, wheel stops, square footage

\_\_\_ Water outlets

\_\_\_ All existing trees and vegetation

\_\_\_ Proposed planting areas

\_\_\_ Landscape material, including name, locations, size, and quantities

\_\_\_ Location of refuse containers

### SIGNS

\_\_\_ Locations, type, size, and height

### UTILITY LINES AND EASEMENTS

\_\_\_ Waterline size and type

\_\_\_ Location of valves & hydrants, etc.

\_\_\_ Sanitary sewer size, type, and gradients

\_\_\_ Invert elevations

\_\_\_ Location and type of manholes

\_\_\_ Location, type, and size of lift or pumping stations

\_\_\_ Process of any treatment facilities

\_\_\_ Location of open drainage courses and gradients

\_\_\_ Location, size, and type of inlets and catch basins

\_\_\_ Date including:

\_\_\_ Quantity of storm water entering the property

- \_\_\_\_\_ Quantity of flow at each inlet
- \_\_\_\_\_ Quantity to be discharged at the various points to areas outside the property
- \_\_\_\_\_ All other types of utilities (e.g. telephone, electric, etc.)
- \_\_\_\_\_ The width of all utility easements

**OFF-STREET PARKING, LOADING AND UNLOADING**

- \_\_\_\_\_ Location of all off-street parking, including the number and location of spaces
- \_\_\_\_\_ Location of all loading/unloading areas
- \_\_\_\_\_ Indicate type of surfacing
- \_\_\_\_\_ Typical cross sections
- \_\_\_\_\_ Dimensions of parking and loading/unloading areas

**CIRCULATION SYSTEM**

- \_\_\_\_\_ Pedestrian walkways, including alignment, grades, type of surfacing, width
- \_\_\_\_\_ Streets, including alignment grades, type of surfacing, width of pavement and right-of-way, geometric details, and typical cross sections

**CONTROL OF EROSION, HILLSIDE SLIPPAGE, & SEDIMENTATION**

- \_\_\_\_\_ Indicate temporary and permanent control practices and measures which will be implemented during all phases of construction

**SCHEDULE OF DEVELOPMENT, INCLUDING STAGING & PHASING OF**

- \_\_\_\_\_ Residential areas, in order of priority, by type of dwelling unit
- \_\_\_\_\_ Streets, utilities, and other public facility improvements, in order of priority
- \_\_\_\_\_ Dedication of land to public use or set aside for common ownership
- \_\_\_\_\_ Nonresidential building and uses, in order of priority

**PROPOSED BUILDINGS**

- \_\_\_\_\_ Exterior elevations
- \_\_\_\_\_ Include exterior façade materials
- \_\_\_\_\_ Color schemes
- \_\_\_\_\_ Other details that may affect the exterior appearance of the building
  
- \_\_\_\_\_ Lighting plan when applicable
- \_\_\_\_\_ Dumpster and/or refuse storage locations when applicable, including provisions for screening
- \_\_\_\_\_ Name, address, and telephone of applicant building and/or developer/engineer/architect
- \_\_\_\_\_ The date of preparation of such plan and notation of revision dates when applicable

Reason for any item not submitted on the checklist:

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**SECTION 3.0 PRELIMINARY INFORMATION:** The subdivider is encouraged to notify the Planning Commission, or its duly authorized representative, of his/her intention to subdivide a property prior to submission of the Preliminary Plat. Such notification should include, mention of illustration of any aspect or feature which will affect the design or layout of the subdivision. For clarity, the subdivider may utilize a map to illustrate various features or aspects of the property.

**SECTION 3.1 SUBMISSION OF PRELIMINARY PLAT:** The subdivider shall file twelve (12) copies of the Preliminary Plat with the Planning Commission's duly authorized representative, prepared in accordance with the requirements of Article IV, at least thirty (30) consecutive days prior to the Planning Commission meeting at which the plat will be reviewed. Such submission shall be considered the date of official filing. The subdivider shall also submit copies of the Preliminary Plat to the applicable local (city, county, and other local agencies) and state governmental agencies, and other organizations (see checklist—a part of the Preliminary Plat application). At this time, the following material shall also be filed with the Planning Commission's duly authorized representative, where applicable.

A. APPLICATION FOR PRELIMINARY PLAT APPROVAL:

An application (provided by the Planning Commission) shall be submitted (see 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.

B. INDIVIDUAL ON-SITE DISPOSAL SYSTEM/PACKAGE TREATMENT PLANT PERMITS & APPROVAL (where applicable):

Where individual on-site disposal systems or package treatment plants have been approved, as per SECTION 7.2 of these regulations, a copy of the permit approved by the Northern Kentucky Health Department shall be required.

C. PRELIMINARY PLAT FEES:

Preliminary Plat fees shall be submitted in accordance with ARTIVLE VIII, SECTION 8.1 of these regulations.

D. EROSION AND SEDIMENTAION CONTROL PLANS:

In the event the subdivider elects to proceed with grading, following preliminary plat approval, or conditional approval, but prior to the submission of improvement drawings and specifications, three (3) copies of plans for control of erosion and sedimentation (as per SECTION 7.13) must also be submitted to the Planning Commission's duly authorized representative for review and approval.

**SECTION 3.2 PROCESSING OF THE PRELIMINARY PLAT:** Within three (3) working days after the date of filing of the Preliminary Plat, the Planning Commission's duly authorized representative shall notify the local and state governmental agencies, and other organizations of the public meeting and transmit copies of the proposed Preliminary Plat (number of agencies notified including copies forwarded shall be determined from a CHECKLIST on the application provided by the Planning Commission's duly authorized representative).

The local and state government agencies and other affected organizations shall forward their recommendations and/or comments, if any, to the Planning Commission or its duly authorized representative prior to or at the meeting of the Planning Commission at which the issue will be heard.

The Preliminary Plat, the application, and all other required information, shall be checked by the Planning Commission's duly authorized representative for compliance with: (1) the requirements of the Preliminary

Plat as per ARTICLE IV; (2) the requirements of the applicable zoning ordinance; and (3) any other pertinent sections of the applicable regulations.

**SECTION 3.3 PLANNING COMMISSION ACTION:** The Planning Commission's duly authorized representative, shall review the Preliminary Plat, including determination of its conformance to the requirements of these regulation, and shall consider the recommendations and/or comments of all applicable local (City, county and other local agencies) and state governmental agencies and other applicable organizations, and shall forward such recommendations and/or comments to the Planning Commission along with its recommendations. The Planning Commission shall then review the recommendations of it duly authorized representative and/or comments of all applicable local (city, county, and other local agencies) and state governmental and other affected organizations, and take one (1) of the following actions: (1) approve the plate; (2) approve the plate, subject to conditions; or (3) disapprove the plate; within two (2) consecutive meetings from the date of official filing, unless such time is extended by agreement between the Planning Commission and the subdivider. **Approval of the Preliminary Plat by the Planning Commission does not constitute final approval of the subdivision but is merely an authorization to proceed with the preparation of the improvement drawings and specifications and the Final Plat.**

In the event of conditional approval or disapproval of the Preliminary Plat, a statement, in writing, by the Planning Commission setting forth the conditions of approval, or reasons for disapproval, shall be submitted to the subdivider.

Approval or conditional approval of a Preliminary Plat shall be valid and not subject to additional requirements for a period of twenty-four (24) consecutive months, except that if a portion of an approved Preliminary Plat is approved or conditionally approved as a Final Plat, said approval or conditional approval of the remainder of the Preliminary Plat shall be valid for twenty-four (24) consecutive months after the date of approval of conditional approval of said Final Plat (as provided for in SECTION 3.7).

The Planning Commission may, upon receipt of a request by the subdivider, grant an extension to this twenty-four (24) month period if prevailing condition have not changed appreciably.

**SECTION 3.4 SUBMISSION AND PROCESING OF PERLIMINARY GRADING PLANS:** Following approval or conditional approval of the Preliminary Plat, the subdivider may elect to proceed with preliminary grading of the area to be subdivided, provided that plans for erosion and sedimentation (as per SECTION 7.13) are submitted to the Planning Commission's duly authorized representative who shall check the erosion and sedimentation plans for preliminary grading to insure their conformance with the approved or conditionally approved Preliminary Plat and that they meet the requirements established in ARTICLE VII and other pertinent sections of these regulations. Flowing this review, the Planning Commission's duly authorized representative shall take one of the following actions: (1) approve the erosion and sedimentation plans for preliminary grading; (2) approve the erosion and sedimentation plans for preliminary grading, subject to conditions; or (3) disapprove the erosion and sedimentation plans for preliminary grading. In the even of conditional approval or disapproval, a statement, in writing, by the Planning Commission's duly authorized representative, setting forth the conditions of approval, or the reasons for disapproval, shall be submitted to the subdivider. All sites containing less than ½ acre which have steep topography or where excessive cut and fill will greatly change the topography thus impacting the natural drainage of the site or capacity of the storm water system shall submit a preliminary grading plan when requested by the planning commission's duly authorized representative.