



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

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

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

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

1. Name of Subdivision: \_\_\_\_\_

Address: \_\_\_\_\_

Site area (In Acres): \_\_\_\_\_ Zoning: \_\_\_\_\_

2. Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Developer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

4. Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

5. PRIOR TO CONSTRUCTION OF IMPROVEMENTS the subdivider shall submit the following items to the Planning & Zoning Commission, 8236 West Main Street, Alexandria, KY 41001:

**A. APPLICATION FOR IMPROVEMENT PLAT:** One (1) copy.

**B. IMPROVEMENT PLANS:**

- **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. DRAINAGE REPORT INCLUDING COMPUTATIONS:** Three (3) copies in accordance with SECTION 7.0 of the Subdivision Regulations

**D. 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*.

- \$500.00 per plan, plus \$10.00 per acre, or fraction thereof in excess of one acre, embraced within the gross area proposed to be platted; **PLUS,**
- Earthwork/Grading and Street Pavements – \$2.50 per lineal foot along street centerlines.

6. The subdivider shall also submit copies of the IMPROVEMENT DRAWINGS AND SPECIFICATIONS prior to the meeting of the Planning Commission to the following applicable 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
  - d. Other applicable agencies: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

\*Note: A representative MUST be present at the scheduled P&Z Meeting for approval.

~~~~~  
(For Office Use Only)

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

Scheduled for P & Z meeting of: \_\_\_\_\_

Location: \_\_\_\_\_ Zoning: \_\_\_\_\_

Minimum Lot Size: \_\_\_\_\_ Minimum Setback: \_\_\_\_\_

Items Filed:

- \_\_\_\_\_ Application and complete checklist (one (1) copy)
- \_\_\_\_\_ Improvement Plans (3 initial copies, 10 additional for planning commission)
- \_\_\_\_\_ Fees
- \_\_\_\_\_ Letters of approval from utilities and other applicable agencies

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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## IMPROVEMENT PLAN CHECKLIST

- \_\_\_\_\_ Sanitary and storm sewer systems and profiles per SECTION 7.0 and 7.2
- \_\_\_\_\_ Water system plans per SECTION 7.3
- \_\_\_\_\_ Street plans and profiles with typical cross sections per SECTION 7.4
- \_\_\_\_\_ Copy of the Drainage report with all calculations per SECTION 7.0
- \_\_\_\_\_ Copy of plans for control of erosion and sedimentation per SECTION 7.13
- \_\_\_\_\_ Copy of landscape plan per SECTION 7.14

### DRAINAGE SYSTEM

- \_\_\_\_\_ Proper drainage design for surface runoff
- \_\_\_\_\_ Report (by P.E.) showing drainage of storm water entering subdivision
- \_\_\_\_\_ Included in report – quantity of storm water entering subdivision
- \_\_\_\_\_ Included in report – quantity of flow at each pickup point
- \_\_\_\_\_ Included in report – the location, size and grades of all culverts and appurtenances
- \_\_\_\_\_ Approval of Improvement drawing prior to final grading, paving and utility construct
- \_\_\_\_\_ Lot grading away from buildings at 2% minimum
- \_\_\_\_\_ Minimum driveway grade of 0.4%, maximum up = 12%, down = 8%
- \_\_\_\_\_ Topsoil re-distributed
- \_\_\_\_\_ Trees being salvaged where possible
- \_\_\_\_\_ Basis for drainage design criteria stated (KYDOT or equal)
- \_\_\_\_\_ No storm sewer smaller than 12" diameter
- \_\_\_\_\_ Culvert design minimum for 25-year frequency and 8-minute concentration
- \_\_\_\_\_ Open channels, ditches, gutter, and inlets use 20-minute & 4 in/hR
- \_\_\_\_\_ No combined sewers
- \_\_\_\_\_ Off-road drainage including watershed & extend to an adequate watercourse
- \_\_\_\_\_ If drainage system is not in ROW, easement to the city for maintenance
- \_\_\_\_\_ Roof drains discharge onto property or connect to pipe/inlet
- \_\_\_\_\_ Drainage easements minimum of 10' wide, follow property lines +/-
- \_\_\_\_\_ New ditches or channels protected from erosion
- \_\_\_\_\_ Material specifications in accordance with Appendix C

### SANITARY SEWER SYSTEM

- \_\_\_\_\_ Plans prepared by P.E.
- \_\_\_\_\_ Details show sizes, gradients, types of pipe, invert elevations
- \_\_\_\_\_ Location of manholes, location and type of lift stations or treatment facilities
- \_\_\_\_\_ All construction details, methods
- \_\_\_\_\_ Has design criteria been met
- \_\_\_\_\_ Material and construction specifications addressed (in accordance with District 1)

### WATER SYSTEM

- \_\_\_\_\_ Complete water system plans for development & possible adjacent development Plans and specifications by P.E.
- \_\_\_\_\_ Location, size, type of pipe, location of hydrant, valves, pumps, and tanks
- \_\_\_\_\_ Adequate fire protection

### STREETS

- \_\_\_\_\_ Plans by P.E.
- \_\_\_\_\_ Location and dimensions of ROW, pavement, alignment, grade, typical cross section
- \_\_\_\_\_ Each street – classification, thickness, total section data
- \_\_\_\_\_ Plan and profile for connecting streets within 100'
- \_\_\_\_\_ Elevations of P.I. & % grades between P.I.

- \_\_\_\_\_ Elevations tied to USGS benchmark within reason
- \_\_\_\_\_ Details of curb & gutter, sidewalk & street section meet design & (ADA standards)
- \_\_\_\_\_ Street section meets requirement of Appendix A or B (attached)
- \_\_\_\_\_ Pavement widths in accordance with Table 2 (attached)
- \_\_\_\_\_ Curbs and gutters in accordance with Table 2 (attached)
- \_\_\_\_\_ Material for curbs in accordance with Appendix A (attached)
- \_\_\_\_\_ Cross section of curb in accordance with Appendix C (attached)
- \_\_\_\_\_ Curb radii greater than 25'
- \_\_\_\_\_ Sidewalks per Table 2 and Appendices A and C (attached)
- \_\_\_\_\_ Parking on one continuous side only for pavement width less than 36'
- \_\_\_\_\_ Cul-de-sac and dead ends per Appendix C (attached)
- \_\_\_\_\_ If temporary dead-end serves >4 lots, temporary turn around is required

**EROSION CONTROL PLAN**

- \_\_\_\_\_ Approximate maximum area of land to be exposed at one time
- \_\_\_\_\_ Provisions for temporary vegetation or mulching
- \_\_\_\_\_ Sedimentation basins needed or designed
- \_\_\_\_\_ On-site provisions made to handle increased runoff, during and after
- \_\_\_\_\_ Development designed to consider topography and minimize erosion

**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, location, size, and quantity
- \_\_\_\_\_ Location of refuse containers

**SECTION 3.5 SUBMISSION OF IMPROVEMENT DRAWINGS AND SPECIFICATIONS:** Following approval or conditional approval of the Preliminary Plat by the Planning Commission, the subdivider may elect to submit the improvement drawings and specifications to the Planning Commission's duly authorized representative for review and approval, prior to the submission of the Final Plat. It shall also be the responsibility of the subdivider to submit copies of the improvement drawings and specifications to, include but not limited to, the applicable local and state governmental agencies and other organizations affected by the subdivision. Said improvement drawings and specifications shall include at least the area intended for processing as a Final Plat. At this time, the subdivider shall submit to the Planning Commission's duly authorized representative, the following:

1. Three (3) copies of the Sanitary Sewerage & Storm System Plans and Profiles (as per SECTION 7.0 & 7.2);
2. Three (3) copies of the Water System Plans (as per SECTION 7.3);
3. Three (3) copies of the Street Plans and Profiles, including typical cross sections (as per SECTION 7.4);
4. Three (3) copies of the Drainage Report, including computations, (as per SECTION 7.0);
5. Three (3) copies of plans for control of erosion and sedimentation (as per SECTION 7.13) if not submitted previously for processing as per SECTION 3.4;
6. Where applicable, three (3) copies of the landscape plan as required by SECTION 7.14 and Article 10 of the Alexandria Zoning Ordinance;
7. The required fees as per SECTION 8.1

**SECTION 3.6 PROCESSING OF IMPROVEMENT DRAWINGS AND PLANS:** The Planning Commission's duly authorized representative shall check the improvement drawings and plans to insure they are in 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. The Planning Commission's duly authorized representative shall also contact the applicable local and state governmental agencies and other organizations for their comments as they pertain to the proposed improvement drawings and specifications. Following these reviews, the Planning Commission's duly authorized representative shall take one of the following actions: (1) approve the improvement drawings and specifications; (2) approve the improvement drawings and specifications, subject to conditions; or (3) disapprove the improvement drawings and specification. In the event of conditional approval or disapproval, a statement, in writing, by the Planning Commission's duly authorized representative, setting forth the reasons for conditional approval or disapproval, shall be submitted to the subdivider.

**SECTION 3.13 SUBMISSION OF RECORD COPIES OF IMPROVEMENT DRAWINGS:** Where public improvements were constructed, the subdivider shall submit to the Planning Commission's duly authorized representative, on (1) reproducible mylar of the Record Copies of as-built Improvement Drawings including plans and profiles for streets, sanitary and storm sewer and water systems reflecting significant changes, where applicable, prior to approval of a Final Plat, per SECTION 3.9, A, 1, or release of Guarantee per SECTIONS 3.9, A, 2, and 7.18.

**SECTION 3.14 ACCEPTANCE OF IMPROVEMENTS FOR MAINTENANCE AND/OR LAND OFFERED FOR DEDICATION:** After all improvements have been installed in accordance with the approved improvement drawings and specifications, certified in writing by the subdivider's engineer or record copies of as-built drawings have been submitted to the Planning Commission, and the City's inspector has indicated that the inspection was made and approved (per SECTION 7.15) and upon Final Approval by the Planning Commission, the expiration of forty-five (45) days after such inspection and final approval, the City of Alexandria shall be deemed to have accepted for maintenance (or in the case of lands to be dedicated, may accept such lands in fee simple, by easement, or other such instrument approved by the applicable governmental body), pursuant to applicable state statutes and other applicable regulations. 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:

- A. 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).
  
- B. 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.