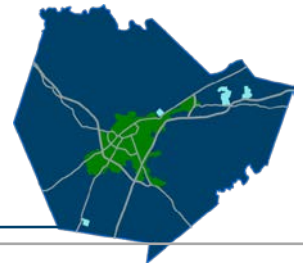


Subdivision Plat Review & Submission Checklist

CCPC

City-County
Planning Commission
warrenpc.org



Subdivision Application Type

_____ With Public Improvements # Lots _____ _____ Without Public Improvements # Lots _____
_____ Fees Paid _____ _____ Preliminary Submittal Date _____
_____ Advertisement Date _____ _____ Review/Comments Date _____
_____ Pickup Date _____ _____ Final Plat Submittal Date _____
_____ Recorded Date _____

All checklist items need to be marked with a check or N/A if not applicable

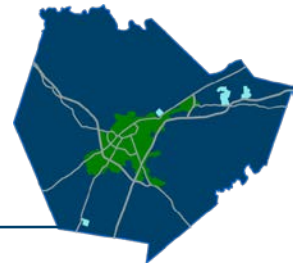
Administrative Items

_____ Subdivision name with phase, revision, or condo
_____ Plat date
_____ Scale (1:100 or less)
_____ North arrow
_____ Names and addresses of property owners with contact information
_____ Surveyor's company name and contact information
_____ Surveyor's stamp signed
_____ Vicinity map with correct and legible road names/labels
Previous recording information
 _____ Plat book and page numbers
 _____ Deed book and page number (source of title)
 _____ Development Plan Conditions (Binding Elements) book and page number
_____ Private plat restrictions referenced
_____ PVA parcel ID
_____ Total acreage of survey
_____ Location and elevation of benchmarks



Lotting Scheme

- Bearings and distances with monumentation identified including marking of corners
- Boundary lines
 - Adjacent property owners with either deed book/page or plat book/page
 - Plat book and page numbers or deed reference for existing lots within subdivision boundary
- Streets
 - Right of way widths
 - Pavement widths
 - Locating distance to nearest centerline of street or railroad
 - Acceptable road names with appropriate street suffix(es)
- Proposed lot configuration
 - Proposed lot numbers
 - Building setbacks (front only unless zoned PUD or setbacks are a plat restriction)
 - Area of each lot in square feet or acreage
- Type, size and location of easements (utility, access, parking or private)
 - Utility easements (public or private)
 - Plat or Deed book/page reference
 - Access Easements (public or private)
 - Plat or Deed book/page reference
 - Drainage easements
 - Must be crosshatched
 - Minimum finished floor elevations (FFE) identified
 - 100 year high water elevation identified
 - Deed book/page reference
 - Parking easements or agreements
 - Deed book/page reference
 - Bearings and distances of easement boundaries (if required)



Other Information

- _____ Building footprints (existing or to be removed)
- _____ Location of any cemeteries
- _____ Existing zoning designation
- _____ Location and elevation of any 100-yr floodplain
 - _____ FEMA flood elevation certificate
 - _____ FEMA FIRM map number
 - _____ Minimum finished flood elevation (FFE) of lot
- _____ Location of any dedicated common or open space
- _____ Plat notes or additional restrictions
- _____ Maintenance notes for drainage, stormwater, landscaping, traffic control

Certifications/Signature boxes

- _____ Land Surveyor
- _____ Ownership (access, easement, dedication)
- _____ Access (city, county, KYTC)
- _____ Public and Private Utility (AT&T, Atmos, BGMU, WCWD, WRECC, Spectrum, NCTS, TVA)
- _____ Barren River District Health Department
- _____ Recording (planning commission)
- _____ Bowling Green Fire Department
- _____ Private Street
 - _____ Future Acceptance
 - _____ Maintenance Responsibility
 - _____ Government and Utility

Subdivision Regulations Design Requirements

- _____ Traffic circulation patterns
 - Street Connectivity
 - _____ Connections to existing streets
 - _____ Stub streets (adjacent tracts of 10 acres or more)



Cul-de-sac requirements

- Serves 30 lots or less
- 1,300 feet or less in length

Public Facilities

- Fire protection/hydrant spacing
 - County – 1,000 foot spacing along hard surfaces
 - City – 500 foot spacing along hard surfaces

Locations of utility lines and types

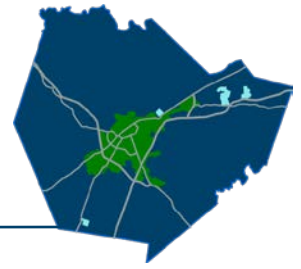
- Water
- Wastewater
- Electric
- Communications
- Gas

Lot & Block Standards

- Block standards and dimensions (if applicable) – 500' to 1400' long X 200' width
- Lot shape standards
 - Depth to width ratios acceptable (2.5:1 for 1 acre or less / 10:1 for larger tracts)
- Narrow border strips prohibited
- Lot lines generally at right angles and radial to curved centerlines
- Lot lines have minimum number of deflections
- No land remnants exist after subdivision

Zoning Ordinance Requirements – current zone and corresponding requirements

- Lot frontage widths and access
- All lots meet minimum areas
- Any platted setbacks must conform to minimums
- Any nonconforming lots or structures
 - Nonconforming lots of record note
 - Nonconforming structure note



Addressing of existing and/or proposed lots

_____Addresses assigned or confirmed by Planning Commission/911 by time of recording

Digital CAD submission (.dwg or .dgn)

_____Final plat must be submitted digitally before recordation of the final plat with the following: parcel lines, lot numbers, building/structure footprints, road centerlines & edge of pavement