

---

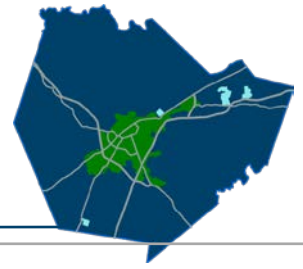
## **APPENDIX H**

### **SUBDIVISION PLAT CHECKLIST**

# 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**

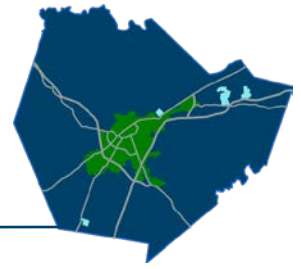
## Administrative Items

\_\_\_\_\_ 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

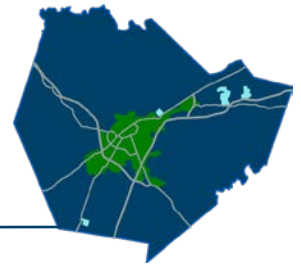
- Water
- Wastewater
- Electric
- Communications
- Gas

## 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