



**CITY OF FRANKFORT
 PLANNING & BUILDING CODES
 DEPARTMENT
 P.O. Box 697
 Frankfort, Kentucky 40602
 Phone: (502) 352-2094 Fax: (502) 875-3579
 www.frankfort.ky.gov**

OFFICE USE ONLY
 Received: _________
 Payment Amt: \$_____
 RSP No: _____
 Rec'd By: _____

**RECORD SUBDIVISION PLAT APPLICATION
 CITY OF FRANKFORT, KENTUCKY**

1) GENERAL INFORMATION

APPLICANT: _____ #check if primary contact

Name: _____

Company Name: _____

Mailing Address: _____

Daytime Phone : _____ Fax: _____ Email: _____

PLAN PREPARED BY: _____ #check if primary contact

Name of Surveyor or Engineer: _____

Mailing Address: _____

Daytime Phone : _____ Fax: _____ Email: _____

2) SITE INFORMATION

General Location of Property: _____

Street Address: _____

Present Zoning of Property: _____

Existing Use of Property: _____

Proposed Use of Property: _____

Size of Property: Acres: _____ or Square Feet: _____

Number of Lots: _____

Square Footage of Smallest Lot: _____

3) **SUPPORTING INFORMATION**

The following items are required along with the completed application form:

- ___ a) One (1) full size paper copy plus one (1) pdf file; **-OR-** the original mylar (no larger than 18" x 24") and eight (8) FOLDED copies of the Final Subdivision Plat, containing all requirements specified under Articles 5, 6 and 7 of the Frankfort-Franklin County Subdivision Regulations. These regulations are available from the Department of Planning & Building Codes. A Final Subdivision Plat checklist is attached. Also attached are the certifications that must be placed on the final plat for signatures. The owner and subdivision engineer must sign the mylar and all copies prior to final plat approval by the Planning Commission.

- ___ b) Filing Fee of \$60. Checks should be made payable to the Frankfort-Franklin County Planning Commission.

- ___ c) If the plat is being submitted for review at a Planning Commission meeting, names, and mailing addresses of all adjacent property owners must be submitted on a 8 1/2" x 11" sheet of paper. Adjacent properties shall include those contiguous to the subject property, as well as those across streets or highways. This information may be obtained at the office of the Franklin County Property Valuation Administrator, 315 W. Main Street.

NOTE: Upon approval, a mylar is required for signatures.

Signature of Property Owner

Date

Note to Applicant:

Please ensure the above supporting information and the information on the attached checklist has been submitted. Incomplete submittals will be returned.