



**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: \$ \_\_\_\_\_

PSP No: \_\_\_\_\_

Rec'd By: \_\_\_\_\_

**PRELIMINARY SUBDIVISION PLAT APPLICATION**

**Meeting Date:** \_\_\_\_\_ **Deadline:** \_\_\_\_\_

**A. APPLICANT:** \_\_\_\_\_ check if primary contact

- 1. Name: \_\_\_\_\_
- 2. Company Name: \_\_\_\_\_
- 3. Mailing address: \_\_\_\_\_
- 4. Daytime Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ Email: \_\_\_\_\_

**B. PLAN PREPARED BY:** \_\_\_\_\_ check if primary contact

- 1. Name of Surveyor or Engineer: \_\_\_\_\_
- 2. Registration Number: \_\_\_\_\_
- 3. Mailing Address: \_\_\_\_\_
- 4. Daytime Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ Email: \_\_\_\_\_

**C. SITE INFORMATION:**

- General Location: \_\_\_\_\_
- Zoning District: \_\_\_\_\_
- Proposed Use of the Property: \_\_\_\_\_
- Total Acreage and/or Square Footage of the Property \_\_\_\_\_
- Future Land Use Designation(s) of the Property: \_\_\_\_\_
- Existing or Proposed Waivers, Variances, Administrative Appeals, etc: \_\_\_\_\_

• Does the Subject Site Include ANY of the following (If so, include on the drawings):

- |   |  |
|---|--|
| <input type="checkbox"/> 100-Year Flood Plains            | <input type="checkbox"/> Sink Hole(s) Conservation Areas |
| <input type="checkbox"/> Habitat of Endangered Species    | <input type="checkbox"/> Septic or private sewer system  |
| <input type="checkbox"/> Protected/Unique Vegetation      | <input type="checkbox"/> Archeological Sites             |
| <input type="checkbox"/> Habitat of Threatened Species    | <input type="checkbox"/> Environmentally Sensitive Area  |
| <input type="checkbox"/> Historic Landmarks or structures |  |

• Number of Lots: \_\_\_\_\_

• Square Footage of Smallest Lot: \_\_\_\_\_

**D. SUPPORTING INFORMATION**

Applications for Preliminary Subdivision Plats must be received by 4:30 p.m. of the first deadline for the applicable Planning Commission Meeting. The following items are required along with the completed application form:

1. One (1) full size paper copy plus one (1) pdf file –**OR**- the original mylar (no larger than 18” x 24”) with fifteen (15) FOLDED copies of the Preliminary Subdivision Plat, and an electronic version, containing all required elements indicated in Articles 7.04 of the Frankfort-Franklin County Subdivision regulations. These regulations are available from the Department of Planning & Building Codes. A checklist for Preliminary Subdivision Plats is attached.
2. Filing Fee (\$250). Checks should be made payable to the Frankfort-Franklin County Planning Commission.
3. Names and mailing addresses of all adjacent property owners listed on a 8 ½ ” X 11” sheet of paper, formatted to fit Avery #5160 labels. 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 West Main Street.
4. Copy of private deed restrictions for the subdivision, if any.

**I HAVE READ THE INFORMATION IN THIS APPLICATION AND HAVE FILLED IN ALL ANSWERS CORRECTLY TO THE BEST OF MY ABILITY.**

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
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.

NOTE: Section 7.05.08 of the Frankfort-Franklin County Subdivision and Site Plan Regulations stipulates, “Construction drawings for a minimum of the first construction stage of the subdivision must be submitted within one (1) year of the Preliminary Plan approval or the Preliminary Plan shall expire.”

**CERTIFICATION OF SKETCH PLAN REVIEW**

The following action has occurred prior to the filing of an official application in accordance with Part 7 of the Subdivision and Development Plan Regulations:

\_\_\_\_\_ A pre-application meeting has been held with the Planning Director (or designee) to discuss application submittal requirements.

\_\_\_\_\_ A formal sketch plan review has been completed in accordance with Section 7.03.00 of the Subdivision and Development Plan Regulations.

\_\_\_\_\_ The applicant has previously submitted such applications and is familiar with the requirements.

---

Planning Director (or designee)

Date

## 7.04.00 APPLICATION SUBMITTAL REQUIREMENTS

### 7.04.01 Submittal Requirements for Preliminary Plan Review

The following information shall be provided in graphic or written form, as necessary to satisfy the requirements. The **PLANNING DIRECTOR** is authorized to waive information requirements when deemed appropriate.

Commentary
A space for a staff signature should be placed on the application form for Preliminary Subdivision Plan Review to indicate that either: a pre-application meeting has been held with Planning Director (or designee) to discuss application submittal requirements; a formal Sketch Plan review has been completed (per 7.03.00); or that the applicant has previously submitted such applications and is familiar with the requirements. However, no application that omits required submittal data should be accepted without a staff signature to indicate that the Planning Director has agreed to waive the submittal of specific data, including the reasons therefore.

#### A. General Information

1. Number of Copies: As determined by the **PLANNING DIRECTOR**. The applicant shall also submit the Preliminary Plan (inclusive of all application materials) in digital form and format determined by the **PLANNING DIRECTOR**. The **ENGINEERING OFFICIAL** or Surveyor shall also certify that the coordinate geometry of the survey has been checked and found to close.
2. Legend, including:
  - a. Name of the **SUBDIVISION** or development which shall not duplicate or closely approximate the name of any other **SUBDIVISION**;
  - b. Legal description of the property (may be submitted on a separate sheet with the application form);
  - c. Acreage of the property;
  - d. Scale (Not more than 1" = 100');
  - e. North Arrow;
  - f. Existing zoning on the property, including any overlay districts;
  - g. Number of **LOTS** proposed (for **SUBDIVISIONS**); and
  - h. Date of preparation and space for revision dates.
3. All **SUBDIVISION** plans shall give reference to and be tied to at least two (2) Franklin County Geographic Information System monuments, whose coordinate values have been determined. The preliminary plan shall show said monuments described with name, number and State Plane Coordinate Values, and its bearing structure must be based on the State Plane Coordinate system from the information provided by these monuments.
4. A Vicinity Map
5. Name, Address, Phone Number and Email Address of:

- a. Property Owner(s);
  - b. Developer(s) or Subdivider(s);
  - c. Engineer(s);
  - d. Surveyor(s);
  - e. Architect(s) or Landscape Architect(s); and
  - f. Agent(s) of property owner or others involved in the proposal.
6. Information about abutting lands, including:
- a. Names of abutting **SUBDIVISIONS**; and
  - b. Names of Recorded Owners of all abutting **LOTS** and parcels.

## **B. Existing Conditions**

1. Existing **STREETS**, both on and within 500 feet of the proposed **SUBDIVISION/SITE PLAN**, including:
  - a. **STREET** Names;
  - b. Location of each **STREET**;
  - c. **RIGHT-OF-WAY** and paving width (inclusive of curbs/gutters of all **STREETS**;
  - d. Driveway Approach locations and proximity to proposed **SUBDIVISION** entrance(s);
  - e. Sidewalk locations;
  - f. Median locations; and
  - g. Any other improvements in the **RIGHT-OF-WAY**.
2. Existing **LOT** lines and easements on the property, indicating the purpose of each easement.
3. Existing utility and drainage infrastructure, including location and size of;
  - a. Sanitary Sewers;
  - b. Storm Sewers;
  - c. Culverts;
  - d. Water Mains; and
  - e. Fire Hydrants (within 500 feet of every boundary of the site).
4. Existing buildings, structures, railroads, cemeteries, urban service boundaries, scenic corridor boundaries, governmental boundaries and emergency service district boundaries on or abutting the property. Any buildings or land areas that have been designated as local landmarks, or are listed on the National Register of Historic Places, should be specifically noted.
5. A topographic map showing existing contours at two-foot intervals, where data is available, or at five-foot intervals for all other areas, based on field data referred to U.S.G.S. sea level datum in sufficient detail to show the general character of the land. Contour lines shall be shown 100 feet beyond the subdivision or site boundary at ten-foot intervals.
6. A soils report showing subsurface soil, rock and groundwater conditions, and including:
  - a. Soil classifications as identified by the U.S.D.A. Soil Conservation Service;
  - b. Letter of written recommendation as to load bearing capacity and suitability for development prepared by a licensed civic engineer based on soil test(s); and

- c. If individual wells and/or septic tanks are proposed, show location and results of soil percolation tests in accordance with the specifications of the State and County Department of Health. Due regard shall be given to the effects of cut and fill which may make such data obsolete. Anticipated areas of **CUT AND FILL** shall be noted upon the plan.
7. The 100-year flood elevation, minimum habitable floor elevation and limits of the 100-year floodplain.
  8. A surface drainage report showing direction and flow and methods of storm water retention and detention.
  9. Existing surface water bodies, wetlands, streams and canals, both on and within 50 feet of the proposed **SUBDIVISION**/site, including:
    - a. Normal high water elevation or boundary;
    - b. Attendant drainage areas for each; and
    - c. Area, extent and type of wetlands
  10. A tree and woodlands survey.
  11. Existing designated historic sites, structures or resources.

### **C. Proposed Development**

1. **LOT** or site layout, including;\
  - a. **LOT** lines;
  - b. Scaled dimensions;
  - c. **LOT** numbers, and **BLOCK** numbers where applicable;
  - d. **BUILDING PLACEMENT LINES**, scaled for each **LOT**;
  - e. Type of intended use for each **LOT** or site;
  - f. Tracts to be held in common ownership for such purposes as recreation, storm water management, conservation, recreation/open space or other public use;
2. Proposed **STREET** System or Access Requirements, including;
  - a. **STREET** names;
  - b. Location and type of each **STREET** and/or site access location (include all **STREETS** shown on the adopted Transportation Plan – Major Thoroughfare System);
  - c. **RIGHT-OF-WAY** width for each **STREET**;
  - d. Sidewalk locations;
  - e. Median locations;
  - f. Approximate elevations at the centerline of the **STREET** shall be shown at the beginning and end of each **STREET**, and at **STREET** intersections;
  - g. Any other proposed improvements in the **RIGHTS-OF-WAY**; and
  - h. All roadway grades.
3. Location and scaled dimensions of all parcels of land proposed for public uses other than **STREETS**, including:

- a. Easements for drainage, utilities, storm water management, pedestrian pathways, sidewalks, bike paths, parks/open space, etc.; and
  - b. Land dedications for parks/open space, schools, public facilities, storm water management, etc.
4. Proposed utility and drainage infrastructure, including the location, materials and size of:
  - a. Sanitary sewers;
  - b. Storm water management facilities;
  - c. Culverts;
  - d. Water mains;
  - e. Fire hydrants; and
  - f. Electric, gas, telephone and other utilities.
5. The nature, location and scaled dimension of any buffer or transition areas.
6. Proposed provision of fire protections, street lighting, street signs and other proposed improvements or services.
7. A preliminary tree protection, streetscape, and open space plan. This plan may also include any measures for the preservation and protection of historic sites, structures or resources.
8. Information concerning any private street(s) proposed to be included in the development, including:
  - a. Copy of **DEED** or legal instrument that grants or provides the legal right to use the private **STREET** to property owners within the **SUBDIVISION** or site; and
  - b. Copy of written notification to be provided at time of sale to all property owners having beneficial use of the private **STREET**, concerning their responsibilities in maintaining the **STREET** in safe operating condition.
9. A paving, grading, drainage plan.
10. An erosion and sedimentation control plan.
11. The location and extent of areas within and abutting the site with topographic slopes of 12-18% and 18.01% or greater shown in a manner to be distinguishable from one another.
12. Gross and net acreage, density expressed as units per acre or non-residential intensity expressed as a **FLOOR AREA RATION**.

AGENT AFFIDAVIT

SPECIAL POWER OF ATTORNEY

KNOWN ALL MEN BY THESE PRESENTS, THAT I, \_\_\_\_\_ am presently the owner and/or leaseholder at \_\_\_\_\_ and desiring to execute a Special Power of Attorney, have made, constituted and appointed, and by these presents do make, constitute and appoint \_\_\_\_\_ whose address is \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_, my Attorney-in-Fact to act as follows, GIVING AND GRANTING unto said attorney full power to act as my agent in any and all matters pertaining to \_\_\_\_\_.

FURTHER, I do authorize the aforesaid Attorney-in-Fact to perform all necessary acts in the execution of the aforesaid authorization with the same validity as I could effect if personally present. Any act or thing lawfully done hereunder by the said attorney shall be binding on myself and my heirs, legal and personal representative, and assigns.

PROVIDED, however, that any and all transactions conducted hereunder for me or for my account shall be transacted in my name, and that all endorsements and instruments executed by the said attorney for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my said attorney and the designation "Attorney-in-Fact".

\_\_\_\_\_  
Signed name of owner

\_\_\_\_\_  
Printed name of owner

Witnessed by:

\_\_\_\_\_  
Signed name

\_\_\_\_\_  
Signed name

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me, the undersigned Notary Public in and for said County and State, appeared \_\_\_\_\_ who is personally known to me or who produced \_\_\_\_\_ identification, and who did not take an oath, and who is known to me to be the individual described by said name who executed the foregoing instrument, and acknowledged and declared that the said individual executed the same for the uses and purposes therein set forth.

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signed name

\_\_\_\_\_  
Printed name

My Commission Expires: \_\_\_\_\_