



**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: \_\_\_\_/\_\_\_\_/\_\_\_\_

DP No. \_\_\_\_\_

Payment Amt: \$\_\_\_\_\_

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

**DEVELOPMENT PLAN APPLICATION**

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

**A. OWNER INFORMATION:**

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. PROPERTY INFORMATION:**

- General Location: \_\_\_\_\_
- Zoning District \_\_\_\_\_
- Type of Project / Proposed Use of the Property: \_\_\_\_\_
- Total Acreage and Square Footage of the Property \_\_\_\_\_
- Gross Floor Area of Proposed Structure(s): \_\_\_\_\_
- Future Land Use Designation(s) of the property: \_\_\_\_\_
- Property located within the Urban \_\_\_\_\_ Suburban \_\_\_\_\_ Rural \_\_\_\_\_ area.
- Existing or Proposed Special Exceptions, Variances Administrative Appeals, etc: \_\_\_\_\_
- Does the Proposed Development Site Include ANY of the following (If so, include on the Plans):
  - 100-Year Flood Plain  Sink Hole(s)  Conservation Areas:  Environmentally Sensitive Area:
  - Historic Landmarks or structures  Protected/Unique Vegetation  Archeological Sites:
  - Habitat of Threatened Species  Habitat of Endangered Species:  Septic or private sewer system

**D. THE FOLLOWING ITEMS ARE REQUIRED AS PART OF THIS DEVELOPMENT PLAN APPLICATION (To Be Found Sufficient for review):**

- Completed application - The applicant must fill out all applicable areas of the application.
- Fees: Proposed Building Size/or addition:
 

Up to 1,999 sq. ft-	(\$160)
2,000 to 39,999 sq. ft-	(\$250)
40,000 or more sq. ft-	(\$500)

Checks should be made payable to the Frankfort/Franklin County Planning Commission.

Proof of Ownership - A copy of the last recorded deed of the property. An agent affidavit is required if the applicant is other than the owner.

Agent Affidavit (if applicable) - If the applicant is other than the owner of the property.

A list of all adjoining property owners and their mailing addresses, obtained from the Property Valuation Office, must be submitted on an 8 1/2" x 11" sheet of paper (formatted to Avery 5160 labels). This list shall include all contiguous properties, as well as those located across any streets, highways, railroad tracks, or streams and rivers from the subject property.

Plan Requirement Checklist The requirements for a Development Plans are indicated on the attached checklist. NOTE: Any Development Plan requiring Frankfort/Franklin County Planning Commission approval shall also be required to submit one 11"x17" copy of the requested Plan.

Required Drawings (One full size paper copy plus one pdf file –OR- One mylar plus fifteen (15) paper copies (**FOLDED** sets) - Including, but not limited to the following (see attached checklist for complete list):

- \_\_\_\_\_ A. Cover Sheet with owner, engineer, agent and general vicinity map (sheet 1)
- \_\_\_\_\_ B. Existing Conditions of site, with topography delineated and legal description (sheet 2)
- \_\_\_\_\_ C. Demolition Plan (if applicable) (sheet 2)
- \_\_\_\_\_ D. Site Plan (sheet 3) and including Phasing
- \_\_\_\_\_ E. Drainage Plan – The Drainage Plan and calculations must be signed and sealed by a Registered Engineer. (sheet 4)
- \_\_\_\_\_ F. Utility Plan (sheet 4 or separate)
- \_\_\_\_\_ G. Landscape Plan (sheet 3 or separate)
- \_\_\_\_\_ H. Detail Sheet, if any.

One set of Architectural Elevations with height shown and General Architectural Floor Plans (all floors) with use and gross floor area calculated.

One electronic version of the above drawings in either Auto Cad or Jpeg version.

**NOTES:**

1. This application must be filled out completely and must be signed by the owner or designated agent. If the applicant is different than the owner of the subject property, the agent affidavit (attached) is required from the owner of the property that is under consideration for development approval. The agent affidavit must be completely filled out and submitted with this application. If the property is under multiple ownership, then all of the owners or their designated agent(s) must sign this application. All owners of property that will be affected by this application must either sign this application or fill out an agent affidavit.
2. Section 8.408 of the City of Frankfort Zoning Ordinance pertains to PR, PM, and PC zones in regards to "Lapse of Development Plan." It states: "If no building, structure, or other improvement has been substantially completed in the planned development within two (2) years of the approval of the development plan, the development plan will automatically be revoked and a new development plan will be required for approval prior to issuing a building permit."

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

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S PRINTED NAME: \_\_\_\_\_

<b>FOR OFFICIAL USE ONLY</b>	
Application reviewed by _____	Date and time: _____
Application sufficient for review: <input type="checkbox"/> yes <input type="checkbox"/> no	
Board review required? : <input type="checkbox"/> yes <input type="checkbox"/> no Board: _____	

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: \_\_\_\_\_

**7.04.05 Submittal Requirements for Site Plans for Major Projects and Development Plan Approvals**

The following information shall be provided in graphic or written form, as necessary to satisfy the requirements. The **PLANNING DIRECTOR** shall be authorized to waive these informational requirements where deemed appropriate. These submittal requirements are applicable for any platted lot or tract that is proposed for one or more **DEVELOPMENT** or **BUILDING SITES** involving residential, commercial or mixed uses for which a **BUILDING PERMIT** is required. (See Article 5 of the Zoning Ordinance for plans required in association with a zone map amendment application.) This Development Plan submittal requirement does not apply to individual single family or duplex dwelling units on platted lots, or for multi family developments up to and including 20 dwelling units. (Condominium projects of more than 20 units are required to file a Development Plan.)

**A. General Information**

1. Number of Copies: As determined by the **PLANNING DIRECTOR**. The applicant shall also submit the **SITE PLAN** (inclusive of all application materials) in digital form and format determined by the **PLANNING DIRECTOR**. The applicant shall also certify that the coordinate geometry of the survey has been checked and found to close.
2. Legend, including:
  - a. Name of proposed development;
  - b. Legal description of the property;
  - 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 (see Commentary section on Page 7-9);
  - g. Number of **DEVELOPMENT** and/or **BUILDING SITES** proposed; and
  - h. Date of preparation and space for revision dates.
3. Name, Address, Phone Number and Email Address of:
  - a. Property Owner(s);
  - b. Developer(s);
  - c. Engineer(s);
  - d. Surveyor(s);
  - e. Architect(s) and/or Landscape Architect(s); and
  - f. Agent(s) of property owner or others involved in the proposal.
4. Information about abutting lands, including
  - a. Names of abutting **SUBDIVISIONS**
  - b. Names of Recorded Owners of all abutting **LOTS** and parcels
  - c. Existing zoning, including any overlay districts.

**Commentary**

A property survey prepared and certified by a Land Surveyor within the previous six months of the date of submittal of the Site Plan application, may be submitted in satisfaction of the Existing Conditions information if all required data items are supplied on the property survey.

B. Existing Conditions

1. Existing streets, both on an within 500 feet of the proposed **BUILDING** or **DEVELOPMENT SITE**, including:
  - a. **STREET** names;
  - b. Location of each **STREET**;
  - c. **RIGHT-OF-WAY** and paving width (inclusive of curbs/gutters);
  - d. Driveway approach locations and proximity to other driveways and entrance(s) along the same side of **STREETS** that abut the site;
  - e. Sidewalk locations;
  - f. Median locations; and
  - g. Any other improvements in the **RIGHT-OF-WAY**.
  - h. Existing **LOT** lines and easements on the property, indicating the purpose of each easement.
2. Existing utility and drainage infrastructure, including location, materials and size of:
  - a. Sanitary Sewers;
  - b. Storm Sewers;
  - c. Culverts;
  - d. Water Mains; and
  - e. Fire Hydrants (within 500 of all site boundaries).
3. Existing buildings, structures, railroads, cemeteries, urban/suburban or rural 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.
4. A topographic map showing existing contours at two- foot intervals, where data is available from the Franklin County Geographic Information System, 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 **DEVELOPMENT** or **BUILDING SITE** boundary at ten-foot intervals.
5. 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 County Board 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.
6. The 100-year flood elevation, minimum habitable floor elevation and limits of the 100-year floodplain.
7. A surface drainage report showing direction and flow and methods of storm water retention and

detention.

8. 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.

9. Location of existing trees and/or tree canopies.

10. The precise location of any Franklin County geodetic information system monument(s) and/or certified sectional corners, whose coordinate values have been determined, which are within the proposed subdivision or development site and/or within the 300 foot area surrounding it.

C. Proposed Development

1. **BUILDING** or **DEVELOPMENT SITE** layout, including:

- a. **BUILDING** or **DEVELOPMENT SITE** lines;
- b. Scaled dimensions;
- c. **LOT** numbers, and **BLOCK** numbers where applicable;
- d. **BUILDING PLACEMENT LINES**, scaled for each site;
- e. Type of intended use for each site;
- f. Areas to be held in common ownership for such purposes as recreation, storm water management, conservation, recreation/open space or other public use; and
- g. Gross and net acreage.

2. Delineation and description of the number, type and density and/or gross floor area and **FLOOR AREA RATIO** of Residential, Commercial, Office, Civic, Industrial or other proposed uses including:

- a. Architectural and Landscape plans;
- b. Mix of proposed uses;
- c. Phasing of proposed uses;
- d. Other information to determine compliance with any architectural or historic preservation standards and guidelines.

3. Proposed **STREET** System or Access Requirements, including:

- a. **STREET** names;
- b. Location and type of each **STREET** and/or site access location (include all Thoroughfare and Neighborhood Streets);
- 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**.

4. 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.
5. 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.
6. The nature, location and scaled dimension of any buffer or transition areas.
7. Proposed provision of fire protection, street lighting, street signs and other proposed improvements or services.
8. A tree protection plan.
9. 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.
  - 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.
10. A paving, grading, drainage plan.
11. An erosion and sedimentation control plan
12. The location and extent of areas within and abutting the site with slopes of 12-18% or 18.01% and greater.

**CERTIFICATION STATEMENTS FOR USE ON**  
**FINAL DEVELOPMENT PLANS**

**LANDSCAPE CERTIFICATION**

I DO HEREBY CERTIFY THAT THIS LANDSCAPE PLAN HAS BEEN REVIEWED BY ME/US AND DO ADOPT THIS PLAN AND ALL INFORMATION CONTAINED HEREIN AS THE PLAN FOR MINIMUM LANDSCAPE DEVELOPMENT FOR THIS PROJECT. I DO FURTHER CERTIFY THAT ALL PLANT MATERIAL WILL BE PERPETUALLY MAINTAINED TO MEET THE REQUIREMENTS OF THE LANDSCAPE ORDINANCE, UNLESS AN APPROVAL TO AMEND THE LANDSCAPE PLAN IS GRANTED BY THE PLANNING AND BUILDING CODE DEPARTMENT.

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Owner(s)	Date
Witness	Date

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**CERTIFICATION OF AGREEMENT**

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER (S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS FINAL DEVELOPMENT PLAN WITH MY (OUR) FREE CONSENT, WITH THE EXCEPTION OF SUCH VARIANCES OR OTHER CONDITIONS OF APPROVAL, IF ANY, AS ARE NOTED HEREON OR IN THE MINUTES OF THE FRANKFORT-FRANKLIN COUNTY PLANNING COMMISSION. I (WE) FURTHERMORE UNDERSTAND THAT BUILDING PERMITS FOR CONSTRUCTION CAN ONLY BE ISSUED FOLLOWING THIS PLAN AND THAT AMENDMENTS TO THIS PLAN CAN BE MADE ONLY BY OFFICIAL COMMISSION ACTION.

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Owner	Date
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**CERTIFICATION BY REVIEW AGENCIES**

I (WE) HEREBY CERTIFY THAT THESE PLANS HAVE BEEN REVIEWED BY OUR AGENCY AND THE IMPORVEMENTS SHOWN HEREIN MEET OR EXCEED ALL REQUIREMENTS OF OUR AGENCY (AGENCIES) AND BUILDING PERMITS MAY BE ISSUED PURSUANT TO THESE PLANS.

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Public Works Department	Date
Planning and Building Codes Department	Date
Frankfort Fire Department	Date
Frankfort Plant Board – Electric	Date
Frankfort Plant Board – Water	Date
Frankfort Plant Board – Cable/Telecom	Date

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ACCEPTANCE OF EASEMENT RESTRICTIONS

THE AREA INDICATED ON THE SITE PLAN BY DASHED LINES AND MARKED UTILITY EASEMENTS ARE HEREBY RESERVED FOR USE BY PUBLIC UTILITY FACILITIES, FOR THE PURPOSE OF PROVIDING UTILITY SERVICES WHICH INCLUDE, BUT ARE NOT LIMITED TO: 1. CONSTRUCT, MAINTAIN, OPERATE, REPLACE, OR REBUILD POLE LINES, PIPELINES, AND/OR UNDERGROUND LINES; 2. RIGHT OF INGRESS AND EGRESS OVER ALL LOTS TO AND FROM INDICATED EASEMENTS; 3. RIGHT TO TRIM OR REMOVE ANY TREES, SHRUBS, OR UNDERGROWTH NECESSARY TO MAINTAIN PROPER SERVICE; AND 4. RIGHT TO KEEP SAID EASEMENTS FREE OF ANY STRUCTURES OR OBSTACLES THAT MAY CREATE A HAZARD, OR PREVENT USE OF THE EASEMENT FOR ITS INTENDED PURPOSE, OR TO LIMIT OR HINDER ACCESS THROUGH, OVER, AND ALONG EASEMENT, TO THE SAID SERVICE OF POLES, CABLES, TRANSFORMERS, ENCLOSURES, OR LINES. IT IS UNDERSTOOD THAT AS PART OF THE EASEMENT STIPULATION THAT OWNERS, THEIR HEIRS, OR ASSIGNS HEREBY AGREE THAT NO EXCAVATION WILL BE ATTEMPTED WITHIN FIVE (5) FEET OF ANY BURIED FACILITIES INSTALLED WITHIN THE EASEMENT HEREIN DEFINED. BURIED FACILITIES SHALL BE LOCATED PRIOR TO EXCAVATION BY CALLING BUD 1-800-752-6007. PROPERTY OWNERS WHO PLACE, CONSTRUCT, BUILD, OR INSTALL STRUCTURES, TREES, FENCES, LANDSCAPING, OR ANY OTHER ITEM WITHIN THE EASEMENT, MAY BE SUBJECT TO CHARGES RELATING TO THE REMOVAL OF SUCH ITEMS. PROPERTY OWNERS ARE TO USE AND ENJOY THE SAID LANDS INCLUDED IN THE EASEMENT STRIPS SHOWN HEREON, BUT SUCH USE SHALL NOT INTERFERE WITH THE RIGHT AND PRIVILEGES HEREIN RESERVED.

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Owner/Applicant

Date

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**CERTIFICATION OF APPROVAL**

I HEREBY CERTIFY THAT THE FINAL DEVELOPMENT PLAN SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE FRANKFORT-FRANKLIN COUNTY SUBDIVISION AND SITE PLAN REGULATIONS AND WITH THE CITY OF FRANKFORT ZONING REGULATIONS, WITH THE EXCEPTION OF SUCH VARIANCES OR OTHER CONDITIONS OF APPROVAL, IF ANY, AS ARE NOTED IN THE MINUTES OF THE FRANKFORT/FRANKLIN COUNTY PLANNING COMMISSION, AND THAT IT HAS BEEN APPROVED AS THE OFFICIAL PLAN FOR WHICH BUILDING PERMITS MAY BE ISSUED.

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Chairman, Frankfort/Franklin County Planning Commission or Designee

Date

**(NOTE: Final Development Plan should also include the appropriate Sanitary Sewer Block. See Sewer Block Form for correct Signature Block.)**

**Development Plan certifications:**

**Certification of Sanitary Sewers When Sewers are Existing and Adjacent**

The Frankfort Sewer Department hereby certifies that the property (properties) created by this action can be served by a public sewer by access across public right of way or dedicated easement and without otherwise crossing private property. We further certify that all easements or rights of ways noted on this plat are acceptable to the Frankfort Sewer Department and based on the information provided to us, meet the property rights requirements of the Frankfort Sewer Department. This action does not release any property right not specifically noted.

\_\_\_\_\_  
Frankfort Sewer Department

\_\_\_\_\_  
Date

**Certification of Sanitary Sewer Department for subdivision/development not adjacent to sewers**

The Frankfort Sewer Department hereby certifies that the property (properties) created by this action are not presently served by public sewers. However, the owner agrees to provide access across public right of way or dedicated easement without otherwise crossing private property to serve this property at no cost to the Frankfort Sewer Department. We further certify that all easements or rights of ways noted on this plat are acceptable to the Frankfort Sewer Department and based on the information provided to us, meet the property rights requirements of the Frankfort Sewer Department. This action does not release any property right not specifically noted.

\_\_\_\_\_  
Frankfort Sewer Department

\_\_\_\_\_  
Date

**Certification of Approval of Sanitary Sewer Department**

The Frankfort Sewer Department has reviewed the sewer service plans submitted with this document. To the best of our knowledge and belief, the sewer service plans conform to the requirements of the Frankfort Sewer Department. The owner shall remain responsible for full compliance with Federal, State and local laws and regulations applicable to construction of these facilities.

\_\_\_\_\_  
Frankfort Sewer Department

\_\_\_\_\_  
Date