



**CITY OF FRANKFORT
 PLANNING & COMMUNITY
 DEVELOPMENT
 P.O. Box 697
 Frankfort, Kentucky 40602
 Phone: (502) 352-2094 Fax: (502) 875-8502
 www.frankfort.ky.gov**

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

MINOR SUBDIVISION PLAT APPLICATION

A. GENERAL INFORMATION

APPLICANT: _____ check if primary contact

1. Name: _____
 2. Company Name: _____
 3. Mailing Address: _____
 4. Daytime Phone: _____ Fax: _____ Email _____

PLAN PREPARED BY : _____ check if primary contact

1. Name of Surveyor or Engineer: _____
 2. Registration Number: _____
 3. Company Name: _____
 4. Mailing Address: _____
 5. Daytime Phone: _____ Fax: _____ Email _____

B. SITE INFORMATION

1. General Location of Property: _____
 2. Street Address: _____
 3. Name of Subdivision: _____
 4. Type of Subdivision (Check appropriate box):
 Minor Subdivision (5 or fewer lots) Boundary line adjustment / technical revision
 Consolidation of 2 or more lots Family Conveyance
 5. Zoning Designation of Property: _____
 6. Existing Use of Property: _____

7. Proposed Use of Property: _____

8. Size of Property: _____ Acres or _____ Sq. Ft.

9. Number of Lots Shown: _____

10. Square Footage of Each Lot: _____

C. SUPPORTING INFORMATION

The following items must be submitted with this application:

1. One (1) full size paper copy plus one (1) pdf file **–OR–** the original mylar (no larger than 17” x 22”) and four (4) copies of the Minor Subdivision Plat, containing all information specified on the attached checklist. The Frankfort-Franklin County Subdivision and Site Plan Regulations (available from this office) may be consulted for additional information about the requirements for minor plats.
2. Filing Fee: If no new lot created: (\$60)
If new lot created: (\$100)

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

3. A list of all adjoining property owners and their mailing addresses, obtained from the Property Valuation Office, must be submitted on an 8 ½” 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.

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

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 each item on the attached checklist has been submitted. Incomplete submittals will be returned.

7.04.04 Submittal Requirements for Minor Plats (and In-Family Conveyances)

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.

- A. All information requirements contained in Section 7.04.02 as applicable.
- B. Boundaries of property being subdivided and of all resulting **LOTS** showing all bearings or interior angles and distances as determined by an accurate survey in the field. All bearings and distances on the perimeter of the entire site shall follow in order. All resulting **LOTS** shall bear a tract or **LOT** enumeration.
- C. The location and description of all permanent monuments set at all points of change in direction of all boundary lines of all **LOTS**. Monuments shown shall be interconnected and dimensioned so that any registered land surveyor can lay out the **LOTS** in the **MINOR SUBDIVISION** correctly by referring to the plat alone without any additional information.
- D. The plat shall include a certificate of ownership and dedication, a certificate of acknowledgement, a **LAND SURVEYOR'S** certificate, a certificate of approval, a zoning conformance certificate, certificates reserving easements for utilities if applicable, residual land certificates if applicable, certificates of sewer extension if applicable, and a recorder's certificate reserved for the County Clerk. The **PLANNING DIRECTOR** and the Commission's legal counsel shall determine the form and content of all certificates. The **LAND SURVEYOR'S** signature and seal on the plat shall apply to all certificates and/or statements (except the Certificate of Approval) on the face of the plat.
- E. For **MINOR PLATS** of Consolidation the parcel to be transferred shall be labeled as Parcel 1; the recipient parcel as Parcel 2; and the remaining portion of the original parcel after consolidation shall be labeled as Parcel 3. The acreage and/or square footage of each parcel shall be shown. A notation shall be added, "Parcel 1 shall be sold or transferred only to Parcel 2 for consolidation purposes". For multiple consolidations, the developer shall consult with the **PLANNING DIRECTOR** to determine appropriate parcel labeling and the wording of consolidation note(s).
- F. For Minor Amendments to Existing Plats/Plans - All minor amended **SUBDIVISION PLANS** shall contain a note identifying the specific amendment(s) and its' purpose. Only such changes as are contained in this note shall be considered as approved. **LOT** layout information shall be as required for the original final plan. Additional requirements specific to each plan type shall be as follow: Easement Minor Amendment - the developer shall be required to submit a written statement from a properly designated representative of any beneficiary of the easement proposed to be modified stating that the beneficiary approves of the addition, release or modification being made.

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.

Owner/Applicant

Date

Sewer Certifications, please contact Sewer for which certification to use:

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