



**CITY OF ALEXANDRIA**  
8236 WEST MAIN STREET  
ALEXANDRIA, KY 41001  
(859) 635-4125  
FAX (859) 635-4127

**PLANNING AND ZONING COMMISSION**  
**APPLICATION FOR PRELIMINARY PLAT APPROVAL**

DATE SUBMITTED \_\_\_\_\_

PROJECT NO. \_\_\_\_\_

1. Name of Subdivision: \_\_\_\_\_

Address: \_\_\_\_\_

Site area (In Acres): \_\_\_\_\_ Zoning: \_\_\_\_\_

2. Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

3. Developer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

4. Engineer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

5. The owner/developer shall submit the following items to the Planning & Zoning Commission, 8236 West Main Street, Alexandria, KY 41001:

**A. APPLICATION FOR PRELIMINARY PLAT/SITE PLAN: Three (3) copies.**

**B. PRELIMINARY PLAT:**

◆ **Three (3) copies** of plat and completed checklist, plus a written description of all items checked "NOT APPLICABLE" or "NOT INCLUDED", should be submitted before **12:00 Noon, thirty (30) days prior** to either the first or second meeting of each month for approval.

◆ After revisions are made, **Ten (10) copies** of plat are to be submitted before **12:00 (Noon) fourteen (14) calendar days** prior to next regular meeting of the planning commission.

**C. FEES:** Required fees shall be paid at the time of submittal of this application. All checks and money orders are to be made payable to the *City of Alexandria Planning & Zoning Commission*.

◆ \$600.00 Application Fee per plat, plus \$10.00 per acre, or fraction thereof in excess of one acre, embraced within the gross area proposed to be platted; or,

◆ 75% of Original Application Fee.

6. Prior to the meeting of the planning commission, the sub-divider shall also submit copies of the PRELIMINARY PLAT to the following agencies in order to secure the necessary letters of approval.

- a) Northern Kentucky Water District
- b) Sanitation District No. 1
- c) Fire Department, Attn: Fire Chief

Note: The PRELIMINARY PLAT will not be considered by the planning commission until letters or stamps of approval from these agencies have been obtained.

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

**\*Note: A representative MUST be present at the scheduled P&Z Meeting in order for approval.**

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(For Office Use Only)

Rec'd By: \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Fee Rec'd \$ \_\_\_\_\_

Tentative P & Z agenda date: \_\_\_\_\_

\_\_\_\_\_ Application and complete checklist (10 copies)

\_\_\_\_\_ Preliminary Plat (3 initial copies, 10 additional for planning commission)

\_\_\_\_\_ Fees

\_\_\_\_\_ Letters of approval from utilities and fire chief

|                                                    |           |          |
|----------------------------------------------------|-----------|----------|
| All checklist items addressed:                     | _____ Yes | _____ No |
| 1 <sup>st</sup> draft submitted 30 days in advance | _____ Yes | _____ No |
| Engineer Review Complete                           | _____ Yes | _____ No |
| Final draft submitted 14 days in advance           | _____ Yes | _____ No |

Date Action Taken: \_\_\_\_\_

Approved \_\_\_\_\_ \*Approved w/Conditions \_\_\_\_\_ \*\*Not Approved \_\_\_\_\_

\*Conditions of approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*Reasons for non-approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PRELIMINARY PLAT CHECKLIST

- \_\_\_\_\_ Name must not duplicate, sound, or be spelled like any other within the county
- \_\_\_\_\_ Name, address, phone number of record owners
- \_\_\_\_\_ Name, address, phone number of developer
- \_\_\_\_\_ Name, address, phone number of designer
- \_\_\_\_\_ Seal and signature of Professional Engineer
- \_\_\_\_\_ North point, scale and date
- \_\_\_\_\_ Vicinity map w/name, location, old and new streets, landmarks
- \_\_\_\_\_ Drawn to scale (1"=200') with boundary lines of tract with bearings and distance
- \_\_\_\_\_ Existing use of properties and buildings thereon
- \_\_\_\_\_ Rights-of-way lines, names of all existing streets or public ways adjacent to
- \_\_\_\_\_ Rights-of-way width, railroads, watercourses, and important features within 100'
- \_\_\_\_\_ Names of adjacent subdivisions and property lines
- \_\_\_\_\_ Owners of record of all adjacent property (deed book and page number)
- \_\_\_\_\_ Location and size of all existing easements and rights-of-way
- \_\_\_\_\_ Existing utilities on and adjacent to the subdivision
- \_\_\_\_\_ Location and size of all water mains, sanitary, storm &/or combined
- \_\_\_\_\_ Existing contours at 5' maximum intervals
- \_\_\_\_\_ Subsurface conditions, possible future problems
- \_\_\_\_\_ Proposed street layouts, names, rights-of-way and pavement widths, corner radii
- \_\_\_\_\_ Proposed street grades (check subdivision design)
- \_\_\_\_\_ Other rights-of-way or easements, location, width and purpose
- \_\_\_\_\_ Lots shown with lot and block numbers
- \_\_\_\_\_ Water and sewer system, plan view of storm, water, sewer, with sizes
- \_\_\_\_\_ Statement of area of smallest lot with reference
- \_\_\_\_\_ Parcels intended for dedication, deed restriction, and common use
- \_\_\_\_\_ Proposed use for ALL land within the subdivision
- \_\_\_\_\_ Approximate boundaries of physically restricted areas (steep topo, floodplain, etc.)
- \_\_\_\_\_ Total site data, acreage, number of lots
- \_\_\_\_\_ Copy of any dimensional variances from the Board of Adjustment
- \_\_\_\_\_ If grading before submitting improvement drawings, proposed erosion control plan
- \_\_\_\_\_ Conformance with Article 6, Design Standards for Subdivisions
- \_\_\_\_\_ Proper certification statements (per Appendix F)

Reason for any item not submitted on the checklist:

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**SECTION 3.0 PRELIMINARY INFORMATION:** The subdivider is encouraged to notify the Planning Commission, or its duly authorized representative, of his/her intention to subdivide a property prior to submission of the Preliminary Plat. Such notification should include, mention or illustration of any aspect or feature which will affect the design or layout of the subdivision. For clarity, the subdivider may utilize a map to illustrate various features or aspects of the property.

**SECTION 3.1 SUBMISSION OF PRELIMINARY PLAT:** The subdivider shall file twelve (12) copies of the Preliminary Plat with the Planning Commission's duly authorized representative, prepared in accordance with the requirements of Article IV, at least thirty (30) consecutive days prior to the planning commission meeting at which the plat will be reviewed. Such submission shall be considered the date of official filing. The subdivider shall also submit copies of the Preliminary Plat to the applicable local (city, county, and other local agencies) and state governmental agencies, and other organizations (see checklist--a part of the Preliminary Plat application). At this time, the following material shall also be filed with the Planning Commission's duly authorized representative, where applicable.

**A. APPLICATION FOR PRELIMINARY PLAT APPROVAL:**

An application (provided by the Planning Commission) shall be submitted (see APPENDIX G). At the time of submission, the Planning Commission's duly authorized representative, shall indicated on the application, the date of submission and signature of the Planning Commission's duly authorized representative.

**B. INDIVIDUAL ON-SITE DISPOSAL SYSTEM/ PACKAGE TREATMENT PLANT PERMITS & APPROVAL (where applicable):**

Where individual on-site disposal systems or package treatment plants have been approved, as per SECTION 7.2 of these regulations, a copy of the permit approved by the Northern Kentucky Health Department shall be required.

**C. PRELIMINARY PLAT FEES:**

Preliminary Plat fees shall be submitted in accordance with ARTICLE VIII, SECTION 8.1 of these regulations.

**D. EROSION AND SEDIMENTATION CONTROL PLANS:**

In the event the subdivider elects to proceed with grading, following preliminary plat approval, or conditional approval, but prior to the submission of improvement drawings and specifications, three (3) copies of plans for control of erosion and sedimentation (as per SECTION 7.13) must also be submitted to the Planning Commission's duly authorized representative for review and approval.

**CONTINUED: SECTION 3.1 - SUBMISSION OF PRELIMINARY PLAT;**

**SECTION 3.2 PROCESSING OF THE PRELIMINARY PLAT:** Within three (3) working days after the date of filing of the Preliminary Plat, the Planning Commission's duly authorized representative shall notify the local and state governmental agencies, and other organizations of the public meeting and transmit copies of the proposed Preliminary Plat (number of agencies notified including copies forwarded shall be determined from a CHECKLIST on the application provided by the Planning Commission's duly authorized representative).

The local and state governmental agencies and other affected organizations shall forward their recommendations and/or comments, if any, to the Planning Commission or its duly authorized representative prior to or at the meeting of the Planning Commission at which the issue will be heard.

The Preliminary Plat, the application, and all other required information, shall be checked by the Planning Commission's duly authorized representative for compliance with: (1) the requirements of the Preliminary Plat as per ARTICLE IV; (2) the requirements of the applicable zoning ordinance; and (3) any other pertinent sections of applicable regulations.

**SECTION 3.3 PLANNING COMMISSION ACTION:** The Planning Commission's duly authorized representative, shall review the Preliminary Plat, including determination of its conformance to the requirements of these regulations, and shall consider the recommendations and/or comments of all applicable local (City, county and other local agencies) and state governmental agencies and other applicable organizations, and shall forward such recommendations and/or comments to the Planning Commission along with its recommendations. The Planning Commission shall then review the recommendations of its duly authorized representative and/or comments of all applicable local (city, county, and other local agencies) and state governmental and other affected organizations, and take one (1) of the following actions: (1) approve the plat; (2) approve the plat, subject to conditions; or (3) disapprove the plat; within two (2) consecutive meetings from the date of official filing, unless such time is extended by agreement between the Planning Commission and the subdivider. **Approval of the Preliminary Plat by the Planning Commission does not constitute final approval of the subdivision, but is merely an authorization to proceed with the preparation of the improvement drawings and specifications and the Final Plat.**

In the event of conditional approval or disapproval of the Preliminary Plat, a statement, in writing, by the Planning Commission setting forth the conditions of approval, or reasons for disapproval, shall be submitted to the subdivider.

Approval or conditional approval of a Preliminary Plat shall be valid and not subject to additional requirements for a period of twenty-four (24) consecutive calendar months, except that if a portion of an approved Preliminary Plat is approved or conditionally approved as a Final Plat, said approval or conditional approval of the remainder of the Preliminary Plat shall be valid for twenty-four (24) consecutive calendar months after the date of approval or conditional approval of said Final Plat (as provided for in SECTION 3.7).

The Planning Commission may, upon receipt of a request by the subdivider, grant an extension to this twenty-four (24) month period if prevailing conditions have not changed appreciably.

**SECTION 3.4 SUBMISSION AND PROCESSING OF PRELIMINARY GRADING**

**PLANS:** Following approval or conditional approval of the Preliminary Plat, the subdivider may elect to proceed with preliminary grading of the area to be subdivided, provided that plans for erosion and sedimentation (as per SECTION 7.13) are submitted to the Planning Commission's duly authorized representative who shall check the erosion and sedimentation plans for preliminary grading to insure their conformance with the approved or conditionally approved Preliminary Plat and that they meet the requirements established in ARTICLE VII and other pertinent sections of these regulations. Following this review, the Planning Commission's duly authorized representative shall take one of the following actions: (1) approve the erosion and sedimentation plans for preliminary grading; (2) approve the erosion and sedimentation plans for preliminary grading, subject to conditions; or (3) disapprove the erosion and sedimentation plans for preliminary grading. In the event of conditional approval or disapproval, a statement, in writing, by the Planning Commission's duly authorized representative, setting forth the conditions of approval, or the reasons for disapproval, shall be submitted to the subdivider. All sites containing ½ acre or more must submit grading plans prior to initiating grading work. Sites containing less than ½ acre which have steep topography or where excessive cut and fill will greatly change the topography thus impacting the natural drainage of the site or capacity of the storm water system shall submit a preliminary grading plan when requested by the planning commission's duly authorized representative.