



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

**PLANNING AND ZONING COMMISSION**  
**APPLICATION FOR DEVELOPMENT PLAT/SITE PLAN APPROVAL**

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

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

1. Project Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Site area (In Acres) \_\_\_\_\_ Section No. \_\_\_\_\_
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 DEVELOPMENT PLAT/SITE PLAN: One (1) copy.**

**B. SITE PLAN:**

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

**C. FEES:** (Checks are payable to the City of Alexandria)

- ◆ Required fees shall be paid at the submittal of the application.
- ◆ \$600.00 Application Fee, plus \$10.00 per acre, or fraction thereof, for inspections of improvements excluding the building structure for occupancy.

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)

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

On P & Z agenda for meeting of: \_\_\_\_\_

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

\_\_\_\_\_ Development/Site Plan (3 initial copies, 10 additional for planning commission)

\_\_\_\_\_ Fees

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

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

\_\_\_\_\_

\_\_\_\_\_

## DEVELOPMENT/SITE PLAN REVIEW CHECKLIST

No building shall be erected or structurally altered nor shall any grading take place on any lot or parcel in zones where a site plan is required, except in accordance with the regulations. Before a permit is issued for construction, a development or site plan must be approved by the Alexandria Planning Commission. The development or site plan shall identify and locate, where applicable, the following:

### A. EXISTING AND PROPOSED TOPOGRAPHY

\_\_\_\_\_ 1. Contour intervals not to exceed five feet.

### B. ALL HOUSING UNITS ON THE SUBJECT PROPERTY

- \_\_\_\_\_ 1. Detached housing – location, arrangement, and number of all lots, including exact dimensions, setbacks and maximum height of buildings.
- \_\_\_\_\_ 2. Attached housing – location, heights, and arrangement of all buildings indicating the number of units in each building, and where applicable, location and arrangement of all lots with exact lot dimensions.

### C. NON-RESIDENTIAL BUILDINGS

- \_\_\_\_\_ 1. Indicate location, arrangement, and heights
- \_\_\_\_\_ 2. Building uses
- \_\_\_\_\_ 3. Location, arrangement, and dimensions of all lots

### D. COMMON OPEN SPACE

- \_\_\_\_\_ 1. Lot dimensions
- \_\_\_\_\_ 2. Location and arrangement of recreational facilities
- \_\_\_\_\_ 3. Provisions for maintenance (Homeowners Association, Deeded to adjacent lot, etc.)

### E. LANDSCAPE PLAN

- \_\_\_\_\_ 1. Drawn to a readable scale with title block
- \_\_\_\_\_ 2. Existing and proposed property lines
- \_\_\_\_\_ 3. Buildings and other structures (on-site and adjoining)
- \_\_\_\_\_ 4. Vehicular use areas including: parking stalls, driveways, service areas, wheel stops, square footage
- \_\_\_\_\_ 5. Water outlets
- \_\_\_\_\_ 6. All existing trees and vegetation
- \_\_\_\_\_ 7. Proposed Planting areas
- \_\_\_\_\_ 8. Landscape material, including name, location, size, and quantities
- \_\_\_\_\_ 9. Location of refuse containers

### F. SIGNS

- \_\_\_\_\_ 1. Location, type, size, and height

### G. UTILITY LINES AND EASEMENTS

- \_\_\_\_\_ 1. Waterline size and type
- \_\_\_\_\_ 2. Location of valves & hydrants, etc
- \_\_\_\_\_ 3. Sanitary sewer size, type, and gradients
- \_\_\_\_\_ 4. Invert elevations
- \_\_\_\_\_ 5. Location and type of manholes
- \_\_\_\_\_ 6. Location, type, and size of lift or pumping stations

- \_\_\_\_\_ 7. Process of any treatment facilities
- \_\_\_\_\_ 8. Location of open drainage courses and gradients
- \_\_\_\_\_ 9. Location, size, and type of pipes and/or culverts
- \_\_\_\_\_ 10. Location, size, and type of inlets and catch basins
- \_\_\_\_\_ 11. Data including:
  - \_\_\_\_\_ a) Quantity of storm water entering the property
  - \_\_\_\_\_ b) Quantity of flow at each inlet
  - \_\_\_\_\_ c) Quantity to be discharged at the various points to areas outside the property
- \_\_\_\_\_ 12. All other types of utilities (e.g. telephone, electric, etc.)
- \_\_\_\_\_ 13. The width of all utility easements

**H. OFF-STREET PARKING, LOADING AND UNLOADING**

- \_\_\_\_\_ 1. Location of all off-street parking, including the number and location of spaces
- \_\_\_\_\_ 2. Location of all loading/unloading areas
- \_\_\_\_\_ 3. Indicate type of surfacing
- \_\_\_\_\_ 4. Typical cross sections
- \_\_\_\_\_ 5. Dimensions of parking and loading/unloading areas

**I. CIRCULATION SYSTEM**

- \_\_\_\_\_ 1. Pedestrian walkways, including alignment, grades, type of surfacing, width
- \_\_\_\_\_ 2. Streets, including alignment grades, type of surfacing, width of pavement and right-of-way, geometric details, and typical cross sections

**J. CONTROL OF EROSION, HILLSIDE SLIPPAGE, & SEDIMENTATION**

- \_\_\_\_\_ 1. Indicate temporary and permanent control practices and measures which will be implemented during all phases of construction

**K. SCHEDULE OF DEVELOPMENT, INCLUDING STAGING & PHASING OF**

- \_\_\_\_\_ 1. Residential areas, in order of priority, by type of dwelling unit
- \_\_\_\_\_ 2. Streets, utilities, and other public facility improvements, in order of priority
- \_\_\_\_\_ 3. Dedication of land to public use or set aside for common ownership
- \_\_\_\_\_ 4. Nonresidential buildings and uses, in order of priority

**L. PROPOSED BUILDINGS**

- \_\_\_\_\_ 1. Exterior elevations
- \_\_\_\_\_ 2. Include exterior façade materials
- \_\_\_\_\_ 3. Color schemes
- \_\_\_\_\_ 4. Other details that may affect the exterior appearance of the building

**M. LIGHTING PLAN, when applicable**

**N. Dumpster and/or refuse storage locations when applicable, including provisions for screening**

**O. Name, address, and telephone of applicant/building and/or developer/engineer/architect**

**P. The date of preparation of such plan and notation of revision dates when applicable**