

Date: _____

Project Name: _____

Project Address: _____

The purpose of this checklist is to give the minimum requirements needed to expedite the City's review process. **All items shall be checked as included or marked N/A.** The omission of required items may be cause for a delay in approval or rejection of the submittal without review.

Minor Development Review Checklist Items Required Pursuant to Chapter 156.075 City Code of Ordinances. A Minor development plan is a development having a structure or combined structures 5,000 square feet or less and/or a combination of structures and impervious areas 10,000 square feet or less (rooftops, paved/graveled areas, patios, etc.) and/or disturbing less than 1 acre and/or not involving new streets or utility extensions. A KY Registered Professional Engineer will be required if the site is located in FEMA 100 year floodplain, sensitive features exist, increase in impervious area greater than 10,000 sq. ft. or is defined by a Major Development Plan.

<input type="checkbox"/> Drawn to Scale	<input type="checkbox"/> Size, Type & Location of Existing & Proposed Signs
<input type="checkbox"/> North Arrow	<input type="checkbox"/> Driveway Entrance Location & Width
<input type="checkbox"/> Plan Date & Legend	<input type="checkbox"/> KY Registered Professional Signature & Stamp (If Applicable)
<input type="checkbox"/> Property Owner's Name, Address, Phone & Email	<input type="checkbox"/> Direction of Stormwater Run Off
<input type="checkbox"/> Property Address, PVA Map # & Size (Sq. Ft.)	<input type="checkbox"/> Existing & Proposed Impervious Areas (Sq. Ft.)
<input type="checkbox"/> Copy of Deed & Recorded Plat	<input type="checkbox"/> Total Area to be Disturbed (Acres)
<input type="checkbox"/> Adjacent Street Names	<input type="checkbox"/> Landscape Plan
<input type="checkbox"/> Property Boundary, Dimensions, Setbacks, Size & Esmts	<input type="checkbox"/> Location & Type of Screening (Required Between Residential & Commercial Properties)
<input type="checkbox"/> Dimensions & Use of Proposed Structures, Distance from Property Lines & to other Structures	<input type="checkbox"/> Location & Type of Refuse Container (Concrete Dumpster Pad Required) & Type of Screening
<input type="checkbox"/> Off-street Parking, Maneuvering & Loading Spaces, Interior Circulation, Parking Spaces & Size, Driving Lane Widths & Handicap Details	<input type="checkbox"/> Location, Intensity, Type, Size & Direction of Existing/Proposed Lighting

Three (3) days before construction, **Kentucky 811** must be contacted for utility marking. All potential erosion shall be controlled in such a manner so as to prevent any displacement of silt to the adjacent property owners, streams, and/or right-of-way. This control shall be implemented through proper installation of silt fence during the construction duration and maintained until proper ground cover has been established.

The City reserves the right to require a professional design plan when the proposed development, due to site constraints, has the potential to adversely affect adjoining owners. In addition, the City reserves the right to require other information integral to the review and approval of the development plan. This includes, but is not limited to, drainage calculations in areas that are flood prone, near a stream and/or in an area known to directly impact downstream properties.

Signature: _____

Date: _____

Notes/Comments: _____
