

**HOPKINS COUNTY JOINT PLANNING COMMISSION
MINOR PLAT REVIEW CHECKLIST
MADISONVILLE 19**

Date: _____

Project Name: _____

Project Address: _____

The subdivision of land into eight (8) or fewer lots fronting on an existing public street and does not require the construction or extension of public utilities and /or streets. Lot line amendments and remnants of land surveyed for conveyance or record purposes are also considered as minor subdivision plats.

	<u>Completed</u>
1. Name of the Subdivision with Type Plat.	<input type="checkbox"/>
2. Name, Address, Phone Number of Owner, Developer, and Preparer.	<input type="checkbox"/>
3. Date Signature and Stamp of Land Surveyor.	<input type="checkbox"/>
4. Date of Field Survey.	<input type="checkbox"/>
5. Deed Book and Page Number of All Properties to be Subdivided.	<input type="checkbox"/>
6. If the Plat is an Amendment to or a Re-subdivision of a Recorded Plat, the Cabinet and Slide Number of the Previously Recorded Plat.	<input type="checkbox"/>
7. Vicinity Map Showing the General Location of the Subdivision in Relation to the Surrounding Area and Community Features Such as Major Traffic Routes, Parks, Schools, Residential Areas.	<input type="checkbox"/>
8. Reference from One Corner of the Subdivision to a Durable Physical Object, Corner or Parent Tract, or Primary Control Network.	<input type="checkbox"/>
9. Accurate bearings and Distances of All Subdivision Boundaries and Lot Lines Based on KY State Plane Coordinate System, MAD83, South Zone. Bearings Shall be Shown in Degrees, Minutes and Seconds; Distances Shall be Shown to the Nearest 100 th of a Foot.	<input type="checkbox"/>
10. Accurate Location, Description, and Materials of All Monuments in Accordance with the Standards of Practice for Professional Land Surveyors.	<input type="checkbox"/>
11. Street Names, Pavement Width(s), Right-of-Way Width(s) of all Streets Within and Adjacent to the Subdivision.	<input type="checkbox"/>
12. Location, Width, and Purpose of all Known Easements Within and adjacent to the Subdivision.	<input type="checkbox"/>
13. Location of all Setback Lines with Dimensions from Street Right-Of-Ways.	<input type="checkbox"/>
14. Total Acreage of the Land being Subdivided.	<input type="checkbox"/>
15. Lot Sizes, in Square Feet if Less than One Acre.	<input type="checkbox"/>
16. Lots Numbered in Consecutive Order.	<input type="checkbox"/>
17. Location, Size, and Identification of all Utilities.	<input type="checkbox"/>
18. North Point and Basis for North.	<input type="checkbox"/>
19. Written and Graphic Scale.	<input type="checkbox"/>
20. PVA Tax Map and Parcel Identification.	<input type="checkbox"/>
21. Zoning.	<input type="checkbox"/>
22. Location of Existing Buildings	<input type="checkbox"/>
23. Adjoining Property Lines Shown by Dashed Lines.	<input type="checkbox"/>
24. Record Name, Subdivision Name, Lot Number, and Deed Book/Page Number for Adjoining Property Owners.	<input type="checkbox"/>

Completed

- 25. Location of 100-Year Floodplain.
- 26. Standard Floodplain Note: "This Property is not (is) Located in an Area Designated as a Flood Hazard Area, as Shown on FIRM Community Map/Panel Number _____/_____, Effective Date _____."
- 27. Location of Water Courses.
- 28. Location and Identification of Environmentally Sensitive Areas.
- 29. Highway Connection Note: "An Encroachment Permit Shall be Obtained from the Kentucky Department of Highways, District 2" (if Applicable).
- 30. Certificates-Ownership, Accuracy, Approval.
- 31. Seven Copies.
- 32. Application for Review.
- 33. Completed Checklist-Signed and Dated by Developer and Surveyor.
- 34. Review Fee/Recording Fee.
- 35. Copy of Deed(s) for the Property Under Consideration.
- 36. Digital Copy in AutoCAD.dwg Format, Based on KY State Plane Coordinates System, NAD83, and to the South Zone.
- 37. Drawn to Scale of 1"=100' or Less.
- 38. Index Sheet if More Than One Sheet is Required.
- 39. Paper Not Larger Than 24" x 36" Nor Smaller Than 11" x 17".
- 40. If No Public Sewer is Available, Written Approval from the Hopkins County Health Department.
- 41. Intent of Plat.