



## Subdivision Information

This form is used **ONLY** for minor subdivision plats (divisions and/or consolidations) that will create no more than one (1) additional lot than existed before subdivision. Any plat that will create more than one (1) additional lot is considered a major subdivision; refer to OMPC Forms 132 and 133.

The table at right refers to the application materials required for submission, unless otherwise noted. The number of copies to submit is also noted. Please submit application forms only if required by the table at right or by the forms themselves. Submit required materials on a Thursday for review and approval by the OMPC Director by the following Thursday.

Date received by Planning Office

## Subject Property

Existing Street Addresses

Zoning Classification

Name of Subdivision

Unit Number

Total Number of Resulting Lots

Total Acreage of Resulting Lots

Lot Numbers

O'boro City Limits? ☐ Inside ☐ Outside ☐ Plan to Annex

## Property Owner

Name, Address

Day Telephone

## Land Surveyor

Name, Address

Day Telephone

## Application Materials to Submit

ITEMS	COPIES	FORM
Subdivision Information	1 completed	
Filing Fee	form	<b>130</b> p. 1
Plat Drawing, with Review	<b>3 copies for</b>	Information
Certifications signed <b>before</b>	<b>Review</b>	from <b>130</b> pp.
submittal to OMPC	<b>Cycle +</b>	1, 2
<i>IF relevant:</i>	On plan	Information
Street Access Limits	drawing	from <b>T1</b>
<b>+ Review Cycle:</b> Copies initially submitted; copies reviewed, marked up and returned to preparer, who then revises drawing and resubmits copies. Cycle may repeat. When in final order, preparer is notified to submit 2 <b>additional copies with a signed Surveyor Certification, along with the Original Drawing.</b>		

## Filing Fee *PLEASE CHECK ZONE*

<input type="checkbox"/>	<b>A-R</b>	Rural Agriculture	
<input type="checkbox"/>	<b>A-U</b>	Urban Agriculture	
<input type="checkbox"/>	<b>MHP</b>	Manufactured Housing Park	
<input type="checkbox"/>	<b>R-1A</b>	Single-Family Residential	\$164
<input type="checkbox"/>	<b>R-1B</b>	Single-Family Residential	
<input type="checkbox"/>	<b>R-1C</b>	Single-Family Residential	
<input type="checkbox"/>	<b>R-1T</b>	Townhouse	
<input type="checkbox"/>	<b>R-2MF</b>	Multi-Family Residential	
<input type="checkbox"/>	<b>R-3MF</b>	Multi-Family Residential	\$217
<input type="checkbox"/>	<b>R-4DT</b>	Inner-City Residential	
<input type="checkbox"/>	<b>P-1</b>	Professional/Service	
<input type="checkbox"/>	<b>B-1</b>	Neighborhood Business Center	
<input type="checkbox"/>	<b>B-2</b>	Central Business	
<input type="checkbox"/>	<b>B-3</b>	Highway Business Center	\$270
<input type="checkbox"/>	<b>B-4</b>	General Business	
<input type="checkbox"/>	<b>I-1</b>	Light Industrial	
<input type="checkbox"/>	<b>I-2</b>	Heavy Industrial	
<b>FILING FEE</b>			\$

## Plat Drawing

### Scale: 100 feet or less to the inch

For number of copies to submit and when to submit original drawing, see "Application Materials to Submit" above. Keep in mind that the Daviess County Clerk's plat books accommodate a maximum drawing size of 24" X 36".

## Contents of Drawing

The plat drawing must show all applicable items that follow below and on the next page:

- ☐ **North Arrow.**
- ☐ **Title Block** including the name of the subdivision, section or unit number, date, written and graphic scales, names and addresses of the subdivider and land surveyors.
- ☐ **Vicinity Map** relating the property and parent tract to a sufficient number of streets and other landmarks to enable one to quickly recognize its location in Daviess County. ***Continued on page 2***

**Contents of Drawing** *Continued from page 1*

- ☐ **Angles** or true bearings and distances to the nearest established street line or existing official monuments, which shall be accurately described on the plat.
- ☐ **One Corner** (at least) of the land being subdivided must be referenced to a corner of any parent tract, or durable physical object, or a control network -- such as state plane coordinates -- where such corner, durable physical object or geodetic station of a control network is reasonably accessible. Also, for rural plats, show distance to the nearest street intersection, and adequately note the approximate frontage remaining on the unplatted farm.
- ☐ **Lot Lines**, their dimensions in feet and hundredths, and bearings and angles to minutes; indicate proposed division and consolidation lines.
- ☐ **Monuments and Lot Markers**, their locations, type material and size, and a notation as to whether found or set.
- ☐ **Source of Title** for all existing lots, involved in the plat and immediately adjoining, as shown by the records in the office of the Daviess County Clerk.
- ☐ **Street and Alley Rights-of-Way**, their names, bearings, angles of intersections, and width.
- ☐ **Arcs**, their lengths, radii, central angles, internal angles, points of curvature and tangency, and the length of all tangents.
- ☐ **Easements, Lands for Joint Use of Property Owners, or Other Rights-of-Way**, their locations, widths, and the printed words "PUBLIC EASEMENT," or other specific designation as appropriate.
- ☐ **Lot Numbers** for deed reference.
- ☐ **Street Address Numbers.** Include any existing addresses on the plat for initial submission. After submission, during staff review, OMPC staff will assign new addresses as necessary. Prior to approval, all addresses must be included on original plat drawing.
- ☐ **Building Setback Lines** along all streets, except alleys.
- ☐ **Parking/Landscaping Setback Lines (Roadway Buffers)** for existing and planned arterial and major collector streets.
- ☐ **Street Access Point Notes, Easements, etc.,** clearly depicting and/or stating any limitations on the location, number, function, or size of future vehicular access to lots fronting on arterial or major collector streets. See Form T1, attached.
- ☐ **Flood Hazard Areas.** If property is located in an official flood hazard area or flood plain district, indicate flood hazard boundaries and base flood elevation data on the plat and give reference to community-panel number of Flood Insurance Rate Map (FIRM). If property is not located in an official flood hazard area or flood plain district, indicate by note that "PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA" and the FIRM community-panel number.

☐ **Certifications for SIGNATURES ON DRAWING:****REVIEW CERTIFICATIONS** *signed before initial submittal***OWNER'S CERTIFICATION**

WE THE UNDERSIGNED OWNERS OF THE REAL ESTATE SHOWN AND DESCRIBED HEREON, DO HEREBY CERTIFY THAT WE HAVE LAID-OFF, PLATTED AND SUBDIVIDED AND DO HEREBY LAY-OFF, PLAT AND SUBDIVIDE SAID REAL ESTATE IN ACCORDANCE WITH THE WITHIN PLAT. ALL STREETS AND ALLEYS (, AND OTHER LANDS INTENDED FOR PUBLIC USE,) SHOWN AND NOT HERETOFORE DEDICATED ARE HEREBY DEDICATED TO THE PUBLIC.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**FINAL CERTIFICATIONS** *signed when drawing in order***SURVEYOR CERTIFICATION**

A statement as to the method used to perform the survey; the unadjusted mathematical error-of-closure ratio of the survey traverse; a statement as to whether or not the directions and distances as shown on the plat have been adjusted for closure; a statement as to the basis of the reference meridian used to determine the directions of survey lines; and the signature and registration number of the surveyor responsible for the survey.

**OWENSBORO METROPOLITAN PLANNING COMMISSION**

(If sanitary sewers are not available, include the following statement.) THIS APPROVAL DOES NOT CONSTITUTE OR PRESUME THE HEALTH DEPARTMENT'S APPROVAL OF ONSITE SEWAGE DISPOSAL SYSTEMS.

APPROVED \_\_\_\_\_

DIRECTOR

DATE \_\_\_\_\_