

**Subdivision Information**

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.

**NOTE:** Prior to formal application for approval of a Major Subdivision Preliminary Plat, the Developer and/or Developer's Agent and the OMPC Staff shall hold a pre-application conference to discuss the requirements of the OMPC and of other public agencies.

Date received by Planning Office

**Subdivision**

Subdivision Name

Section Number

Total Number of Lots Proposed

Acreage

Zoning: Existing Proposed

O'boro City Limits?  Inside  Outside  Plan to Annex

Previous approval date, if revised

**Developer / Subdivider**

Name, Address

Day Telephone

**Engineer / Surveyor**

Name, Address

Day Telephone

**Property Owner, if other than Developer**

Name, Address

Day Telephone

**Application Materials to Submit**

ITEMS	COPIES	FORM
Subdivision Information	1 completed form	132 p. 1
Filing Fee		
Preliminary Plat Drawing, with Review Certifications signed before submittal to OMPC	<b>3 copies for Review Cycle +</b>	Information from 132 pp. 2, 3
Vicinity Map		
Public Improvement Details		
<i>IF relevant:</i>		
Landscaping easements	On plat drawing	Information from L1, T1
Street Access Limits		
If Article 17 of the Zoning Ordinance requires property perimeter landscape easements, they must be shown on the plat, including materials to be used. Landscaping Form L1 (attached) should be reviewed to determine if and where landscape easements will be required. Materials must be properly installed or surety posted with the OMPC prior to the issuance of building construction permits on affected lots. To maintain design consistency along any series of affected lots, the OMPC encourages the developer to install the required landscape materials during development or post surety for same, prior to seeking building construction permits.		
Proposed Deed Restrictions	Attach 1 copy	
Private restrictions upon use or type of construction, which the developer intends to place on the land		
<b>+ Review Cycle:</b> Copies submitted; copies reviewed simultaneously by OMPC and city/county engineer, marked up and returned to preparer, who then revises drawings and resubmits copies. Cycle may repeat. When in final order, including public engineer signature, preparer is notified to submit <b>2 additional copies of Plat with signed Surveyor and Professional Engineer certifications, along with the Original Plat Drawing.</b>		
<b>Filing Fee PLEASE CHECK PROPOSED ZONE</b>		
A-R	Rural Agriculture	
A-U	Urban Agriculture	
MHP	Manufactured Housing Park	\$270 + Minor amend
R-1A	Single-Family Residential	\$5/lot
R-1B	Single-Family Residential	\$270
R-1C	Single-Family Residential	
R-1T	Townhouse	
R-2MF	Multi-Family Residential	\$371 + Minor amend
R-3MF	Multi-Family Residential	\$7/lot
R-4DT	Inner-City Residential	\$371
P-1	Professional/Service	
B-1	Neighborhood Business Center	
B-2	Central Business	\$477 + Minor amend
B-3	Highway Business Center	\$10/lot
B-4	General Business	\$477
I-1	Light Industrial	
I-2	Heavy Industrial	
<b>NUMBER OF LOTS PROPOSED</b>		<b>#</b>
<b>TOTAL FILING FEE</b>		<b>\$</b>

PLEASE TYPE OR PRINT

## Preliminary Subdivision 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" on page 1.

### 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 proposed name of the subdivision, which should not duplicate nor closely approximate (phonetically or in spelling) the name of any other subdivision in Daviess County, unless the proposed subdivision is a logical extension of an existing subdivision; section number, date, written and graphic scales, names and addresses of the subdivider and of the engineer, surveyor and any other persons directly involved in the transaction.
- ❑ **Topography** of the land as shown by contour lines plotted at not more than two (2) foot intervals, including reference to sea level datum and the equation with the City of Owensboro datum.
- ❑ **Context.** The names of adjacent subdivisions and/or the names of recorded owners of adjacent unsubdivided land; the location of existing permanent buildings, political subdivisions, corporation lines, school district boundaries, etc. within or adjacent to the proposed subdivision.
- ❑ **Streets, Walks and Railroads.** The names and graphic depiction of rights-of-way, and the improvement widths therein, for all existing, previously planned and currently proposed streets, sidewalks, mid-block walks, railroads, and other public ways within or adjacent to the proposed subdivision.
- ❑ **Utilities.** Existing utility easements within or adjacent to the proposed subdivision; public utilities coming within five hundred (500) feet of any portion of the proposed subdivision showing the location and size of all public water lines; the location, size and invert elevation at nearest point of any storm, sanitary or combined sewer; the location and width of any paved bottom surface drainage ways; the location, size and pressure of any pipe line for gas or petroleum products; the location, voltage and capacity of any electrical distribution line and/or transformer station.
- ❑ **Proposed Utility Easements** within the tract to be subdivided.
- ❑ **Water Distribution System**, graphically depicting existing and proposed water main locations, pipe sizes, and the location of valves and fire hydrants.
- ❑ **Sanitary Sewers and Storm Drainage System.** Graphically depict existing and proposed pipe locations and sizes, manhole locations, location and widths of surface drainage channels and paved-bottom segments, and location of retention basins if required.
- ❑ **Lots.** The bearings and distances of the tract boundaries; the location and approximate dimensions of proposed lot lines.
- ❑ **Lot Numbers** proposed for future final plat 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 existing and proposed streets, except alleys.
- ❑ **Parking/Landscaping Setback Lines (Roadway Buffers)** along all existing and planned arterial and major collector streets.
- ❑ **Street Access Point Notes, Proposed 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.*
- ❑ **Public and Non-Public Sites.** The name, acreage and proposed use of any parcels to be conveyed or held for public use, or for joint use of property owners, and an explanation of the provisions of reservation and arrangement for maintenance; the name, acreage and proposed use of any non-public uses (other than single-family dwellings) such as duplexes, multi-family dwellings, business centers, churches, etc.
- ❑ **Property Perimeter Landscape Easements**, if required by Article 17 of the Zoning Ordinance, showing location, dimensions, and materials to be used. *See Form L1, 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.
- ❑ **Site Statistics** including the total acreage, gross and net acreage in each land use, zoning classification, and streets; residential gross and net densities, linear feet of streets, etc.
- ❑ **Certifications for SIGNATURES ON DRAWING**  
*See page 3*

*Please do not submit this page.*

**Certifications for SIGNATURES ON DRAWING:**

<b>REVIEW CERTIFICATIONS</b> <i>signed before initial submittal</i>	
<b>OWNER'S CERTIFICATION</b> 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
_____	_____
Witnessed by	Date
<i>If plat includes any lots less than one (1) acre in size and sanitary sewers are not provided, the following certification must be placed on the plat and certified by an inspector at the district health department.</i>	
<b>DISTRICT HEALTH DEPARTMENT CERTIFICATION</b> THIS SUBDIVISION PLAT HAS RECEIVED TENTATIVE APPROVAL BY THE DISTRICT HEALTH DEPARTMENT FOR THE USE OF SEPTIC SYSTEMS. A SITE EVALUATION MUST BE CONDUCTED ON EACH INDIVIDUAL LOT BEFORE A SEPTIC SYSTEM MAY BE INSTALLED, AND INSTALLATION OF A SEPTIC SYSTEM MAY REQUIRE SITE MODIFICATION OR AN ALTERNATIVE/MODIFIED SEPTIC SYSTEM AS PRESCRIBED BY 902 KAR 10:085.	
_____	_____
Certified Inspector	Date
<b>WATER DISTRIBUTION SYSTEM APPROVAL</b>	
_____	_____
City or County Fire Chief	Date
_____	_____
(Appropriate Water District)	Date
<b>SANITARY SEWER SYSTEM APPROVAL &amp; ACCEPTANCE OF SEWAGE (IF APPLICABLE)</b>	
_____	_____
Regional Water Resource Agency	Date
<b>ELECTRICAL EASEMENTS APPROVAL</b>	
_____	_____
OMU / Kenergy Representative	Date
<b>TELEPHONE EASEMENTS APPROVAL</b>	
_____	_____
BellSouth Representative	Date
<b>NATURAL GAS EASEMENTS APPROVAL</b>	
_____	_____
Atmos Energy Representative	Date

<b>FINAL CERTIFICATIONS</b> <i>signed when drawing in order</i>
<b>SURVEYOR CERTIFICATION</b> 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.
<b>PROFESSIONAL ENGINEER CERTIFICATION</b> Include the signature and registration number of the professional engineer responsible for the public improvement plans.

**Vicinity Map**

**SHOW** the area within one-quarter (¼) mile in all directions at a scale of no more than six hundred (600) feet to the inch, including the information below. Any part of the Vicinity Map information may be included on the plat drawing or on a separate drawing. Number of copies: See "Application Materials to Submit," page 1.

- EXISTING ADJACENT SUBDIVISIONS** including lot and block lines.
- ADJACENT STREETS**, platted and/or planned, showing street and roadway widths, and the connections, present or proposed, between streets of the proposed subdivision and collector and arterial streets serving the entire area.
- ADJACENT PEDESTRIAN WALKWAYS**, platted and/or planned, showing right-of-way width, and the connections, present or proposed, between the walkway system of the proposed subdivision and the walkway system of adjacent subdivisions, developments, or public sites.
- TRACT BOUNDARIES** of adjacent unplatted lands together with the names of owners of record.

**Public Improvement Details**

**INCLUDE** profiles, cross-sections and other details for any required public improvements for the proposed subdivision as listed below. Such details are typically included on separate sheets attached to the preliminary plat drawing. However, any part of the requirements below may be made part of the preliminary plat drawing if legibility and clarity are maintained. Number of copies: See "Application Materials to Submit," page 1.

- STREET PROFILES** of each street showing the existing grade of the land and proposed grade of finished street centerlines, curbs and sidewalks.
- STREET CROSS-SECTIONS** showing the type of roadways, curbs and sidewalks, and showing in detail the width and depth of the improved roadways, curbs and sidewalks, with specifications for the materials for the construction thereof, at a scale, both horizontal and vertical, of one (1) inch equals five (5) feet.
- OTHER PROFILES AND CROSS-SECTIONS** for sanitary sewers, storm sewers, drainage channels, retention basins, and combined sanitary/storm sewers, showing grades, pipe sizes, paved-bottom channels segments, special structures, material specifications, etc.