



Development 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. A preliminary development plan (or final development plan, Form 121) is required for approval by the OMPC in conjunction with zoning change applications to the following zones:

1. B-1 Neighborhood Business Center.
2. B-3 Highway Business Center.
3. MHP Planned Manufactured Housing Park.
4. Any other zone, at OMPC discretion, where there are existing or potential substantial flood, drainage, sewage, traffic, topographic, land-use buffering or other similar problems relating to the development of property undergoing zoning change.

Date received by Planning Office

Subject Property

Street
Address

Development
Name

Acreage

Zoning: Existing Proposed

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

Applicant

Name

Address

Day Telephone

Property Owner / Co-Applicant

Name

Address

Day Telephone

Prepared by

Name

Address

Day Telephone

Application Materials to Submit

ITEMS	COPIES	FORM
Development Information	1 completed	
Filing Fee	form	120 p. 1
Preliminary Development Plan Drawing, with Owner's Certification signed before submittal to OMPC	3 copies for Review Cycle +	Information from 120 p. 2
<i>IF relevant:</i>		
Landscaping easements	On plan drawing	Information from L1, T1
Street Access Limits		
+ Review Cycle: Copies initially submitted; copies reviewed, marked up and returned to preparer, who then revises drawings and resubmits copies. Cycle may repeat. When in final order, preparer is notified to submit the Original Plan Drawing.		

Timing of Development Activity

Approval of Development Plan and Soil Erosion Control

Before Disturbance of Natural Ground Cover. Whenever a development plan is required and the subject property is one (1) acre or more in area, no grading, stripping, excavation, filling, or other disturbance of the natural ground cover shall occur before the OMPC or OMPC Director has approved a development plan and the city or county engineer has approved the developer's proposed soil erosion control procedures. If the city or county engineer anticipates special problems, he or she may require a soil erosion control plan to accompany a **final** development plan before the natural ground cover is disturbed.

Changes to Site Topography Before Approval of Final

Development Plan. When a soil erosion control plan is not required, the developer is advised to proceed with caution when making changes to site topography before a final development plan and/or subdivision plat is properly approved. Detailed engineering for streets and other public facilities may require changes affecting work already done by the developer.

No building permits shall be issued until a **final** development plan has been approved by the OMPC or OMPC Director.

Filing Fee *PLEASE CHECK PROPOSED ZONE*

<input type="checkbox"/>	A-R	Rural Agriculture	
<input type="checkbox"/>	A-U	Urban Agriculture	
<input type="checkbox"/>	MHP	Manufactured Housing Park	
<input type="checkbox"/>	R-1A	Single-Family Residential	\$170
<input type="checkbox"/>	R-1B	Single-Family Residential	
<input type="checkbox"/>	R-1C	Single-Family Residential	
<input type="checkbox"/>	R-1T	Townhouse	
<input type="checkbox"/>	R-2MF	Multi-Family Residential	
<input type="checkbox"/>	R-3MF	Multi-Family Residential	\$265
<input type="checkbox"/>	R-4DT	Inner-City Residential	
<input type="checkbox"/>	P-1	Professional/Service	
<input type="checkbox"/>	B-1	Neighborhood Business Center	
<input type="checkbox"/>	B-2	Central Business	
<input type="checkbox"/>	B-3	Highway Business Center	\$355
<input type="checkbox"/>	B-4	General Business	
<input type="checkbox"/>	B-5	Business/Industrial	
<input type="checkbox"/>	I-1	Light Industrial	
<input type="checkbox"/>	I-2	Heavy Industrial	
FILING FEE			\$

Preliminary Development Plan 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. A preliminary development plan is a site plan by which, at the early stages of development design, the OMPC may consider, approve and restrict many major aspects of the development without requiring an undue amount of final design work on the part of the developer. It is **less detailed and specific than a final development plan** in terms of exact arrangement of buildings, parking areas, open spaces, landscaping, access points and any other site design features. No building permits can be issued based upon a preliminary development plan.

Contents of Drawing

The plan drawing shall contain the following items:

- ☐ **Title Block** containing the plan name, the words "Preliminary Development Plan," name and address of developer and plan preparer; and a written and graphic scale.
- ☐ **Boundary** of the subject property and the zoning and owner names for all adjoining property.
- ☐ **Vicinity Sketch**, oriented in the same direction as the design scheme.
- ☐ **Topography** with contour intervals, grid elevations or spot elevations of sufficient detail to generally describe the lay of the land.
- ☐ **Vehicular and Pedestrian Ways**. Location, arrangement, and approximate dimensions of existing and proposed driveways, walkways, parking areas and arrangement of spaces, dumpster pads, points of ingress and egress, and other vehicular and pedestrian right-of-way.
- ☐ **Streets**. Location, profiles and cross-sections of any proposed or existing streets or deceleration lanes (when deemed necessary) within or abutting the subject property.
- ☐ **Screening and Open Space**. Landscaping, buffering (as required by Article 17), recreational, and other open spaces.
- ☐ **Buildings and Signs**. Approximate size, location, height, floor area, area arrangement, and use of proposed and existing buildings and signs.
- ☐ **Lots**. Approximate location of lot lines for projects anticipated to involve land subdivision.
- ☐ **Easements**. Existing and proposed easements for utilities or other purposes.
- ☐ **Electrical Service Lines**. Where known, locations of electrical service lines to buildings and yard signs.
- ☐ **Water Distribution System**. Existing and proposed water mains, service lines, and fire hydrants.
- ☐ **Storm Drainage Areas**, floodplains, conceptual drainage controls and storm water retention, and any other designated environmentally sensitive or geologic hazard areas.
- ☐ **Sanitary Sewers**, showing locations, types, sizes, manholes, and lengths and alignments of laterals.
- ☐ **Tree Stands**. Areas of substantial existing trees including those located along fencerows and drainage areas, along with a general description of the type and size of the trees.
- ☐ **Statistical Table** summarizing all pertinent site data, including site area, zoning, building coverage and floor area, parking, open spaces, etc.
- ☐ **Grading Note**. For projects of one (1) acre or more in area, a note stating that no grading, stripping, excavation, filling, or other disturbance of the natural ground cover shall take place unless and until the city or county engineer has approved the developer's proposed soil erosion control procedures and, if required, a soil erosion control plan.
- ☐ **Building Permit Note**. A note stating that no building permits shall be issued unless and until a final development plan is approved by the OMPC or OMPC Director.
- ☐ **Certifications for SIGNATURES ON DRAWING:**

OWNER'S CERTIFICATION

I (We) do hereby certify that I am (we are) the only owner(s) of the property shown hereon, and do adopt this as my (our) development plan for the property.

Owner's Signature

Date

Witnessed by

Date

OMPC CERTIFICATION

We do hereby certify that this development plan was approved by the Owensboro Metropolitan Planning Commission at its meeting held on

Date of Meeting When Approved

OMPC Chairman

OMPC Secretary