



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 final development plan is required for approval by the OMPC or OMPC Director, as appropriate, prior to issuance of building permits in these cases:

1. B-1 Neighborhood Business Center.
2. Planned Residential Development Project.
3. Development in B-1 Neighborhood Business Center zones.
4. Development in B-3 Highway Business Center zones.
5. Development in MHP Manufactured Housing Park zones.
6. Multiple principal structures, where more than one principal structure is located on one lot in any zone.
7. Multi-business structures, where more than two connected business shops of separate use are located in any business zone in any lot configuration.
8. 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

Email Address

Property Owner / Co-Applicant

Name, Address

Day Telephone

Email Address

Prepared by

Name, Address

Day Telephone

Email Address

Application Materials to Submit

ITEMS	COPIES	FORM
Development Information		
Type of Plan	1 completed form	121 p. 1
Filing Fee		
Final Development Plan Drawing, with Review Certifications 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		
<i>IF City or County Engineer requires (1+ acres):</i>		
Soil Erosion Control Plan & Drainage Report	2	Per Engineer
<i>IF new lots are proposed:</i>		
Preliminary Subdivision Plat Contents	On plan drawing	Information from 132 pp. 2, 3
<i>IF public improvements are proposed:</i>		
Public Improvement Details	4 copies of drawing set	132 p. 3
+ Review Cycle: 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 2 additional copies of Plan Drawing, along with the Original Plan Drawing. If also a preliminary subdivision plat, at least one final copy to include signed Surveyor and Professional Engineer certifications.		

Type of Plan PLEASE CHECK TYPE

121 Final Development Plan (no new lots or public improvements)
<input type="checkbox"/> Original <input type="checkbox"/> Amended <input type="checkbox"/> Minor Amendment *
121+132 Combined Final Dev. Plan / Major Subd. Preliminary Plat
<input type="checkbox"/> Original <input type="checkbox"/> Amended <input type="checkbox"/> Minor Amendment *

* For Director's approval, per Zon. Ord. Sections 16-7(a), (b), (c)

Filing Fee PLEASE CHECK PROPOSED ZONE

		121	121+132	121+132
<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	\$275	\$280	Minor Amend
<input type="checkbox"/> R-1B	Single-Family Residential		+\$5 / lot	\$280
<input type="checkbox"/> R-1C	Single-Family Residential			
<input type="checkbox"/> R-1T	Townhouse			
<input type="checkbox"/> R-2MF	Multi-Family Residential		\$386	Minor Amend
<input type="checkbox"/> R-3MF	Multi-Family Residential	\$404	+\$7 / lot	\$386
<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	\$525	\$497 +	Minor Amend
<input type="checkbox"/> B-4	General Business		\$10 / lot	\$497
<input type="checkbox"/> B-5	Business/Industrial			
<input type="checkbox"/> I-1	Light Industrial			
<input type="checkbox"/> I-2	Heavy Industrial			
NUMBER OF LOTS PROPOSED: # _____		\$ _____		
SIGN FEE SIGN SF _____		\$ _____		
(\$0.26/SF FOR NEW SIGNS OVER 150 SF)				
TOTAL FILING FEE		\$ _____		

Final 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 final development plan is a site plan from which a building permit will be sought. It is intended to deal with site design issues at a detailed level and to actually dictate the approved locations of buildings, parking areas, open spaces, landscaping, access points, and any other site design features.

Contents of Drawing

The plan drawing shall contain the following items:

- ☐ **Title Block** containing the plan name, the type of development plan (as checked on page 1), 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.** Approximate size, location, height, floor area, and use of proposed and existing buildings.
- ☐ **Signs.** Approximate size, location, height, and a schematic of proposed and existing 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:**

REVIEW CERTIFICATIONS signed before initial submittal

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 _____

WATER DISTRIBUTION SYSTEM APPROVAL

City or County Fire Chief _____ Date _____

(Appropriate Water District) _____ Date _____

SANITARY SEWER SYSTEM APPROVAL & ACCEPTANCE OF SEWAGE (IF APPLICABLE)

Regional Water Resource Agency _____ Date _____

ELECTRICAL EASEMENTS APPROVAL

OMU / Kenergy Representative _____ Date _____

TELEPHONE EASEMENTS APPROVAL

BellSouth Representative _____ Date _____

NATURAL GAS EASEMENTS APPROVAL

Atmos Energy Representative _____ Date _____

FINAL CERTIFICATIONS signed when drawing in order

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 _____

OMPC DIRECTOR (ALTERNATE CERTIFICATION)

I do hereby certify approval of this development plan on _____

Date Signed _____

OMPC Director _____