



Development Information

A Site Plan is required for approval by OMPC staff prior to issuance of building permits to determine compliance with applicable zoning ordinance regulations.

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.

Date received by Planning Office

Subject Property

Street
Address

Development
Name

Acreage:

Zoning:

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 Filing Fee	1 completed form	122 p. 1
Site Plan Drawing	2 copies for Review Cycle +	Information from 122 p. 2
<i>IF relevant:</i> Landscaping easements Street Access Limits	On plan drawing	Information from L1, T1
<i>IF City or County Engineer requires (1+ acres):</i>		
Soil Erosion Control Plan	1	Per Engineer
+ Review Cycle: Copy initially submitted; copy reviewed, marked up and returned to preparer, who then revises drawings and resubmits copy. Cycle may repeat. When in final order, preparer is notified to submit 2 copies of Plan Drawing with signed Professional Engineer certification, property owner certification and signature of City or County Engineer.		

Filing Fee

SITE PLAN REVIEW FEE	\$55.00
SIGN FEE SIGN SF _____ (\$0.25/SF FOR NEW SIGNS OVER 150 SF)	\$
TOTAL FILING FEE	\$

Site 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 Site Plan is required prior to issuance of a building permit. 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 title shall be Site 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, of any proposed or existing streets or deceleration lanes (when deemed necessary) within or abutting the subject property. Illustrations of proposed road improvements shall be shown, as necessary.
- ☐ **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.
- ☐ **Easements.** Existing and proposed easements for utilities or other purposes.
- ☐ **Storm Drainage Areas,** floodplains, conceptual drainage controls and storm water retention, and any other designated environmentally sensitive or geologic hazard areas.
- ☐ **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, landscaping, 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 Site Plan has been approved by OMPC Staff.

☐ **Certifications for SIGNATURES ON DRAWING:**

FINAL CERTIFICATIONS signed when drawing in order

OMPC SITE PLAN APPROVAL

Approved by: _____

Date: _____

APPLICABLE ENGINEERING DEPARTMENT

DAVIESS COUNTY ENGINEERING DEPARTMENT

Signature: _____

Date: _____

OR

CITY OF OWENSBORO ENGINEERING DEPARTMENT

Signature: _____

Date: _____

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) site plan for the property.

Owner's Signature

Date

Witnessed by

Date