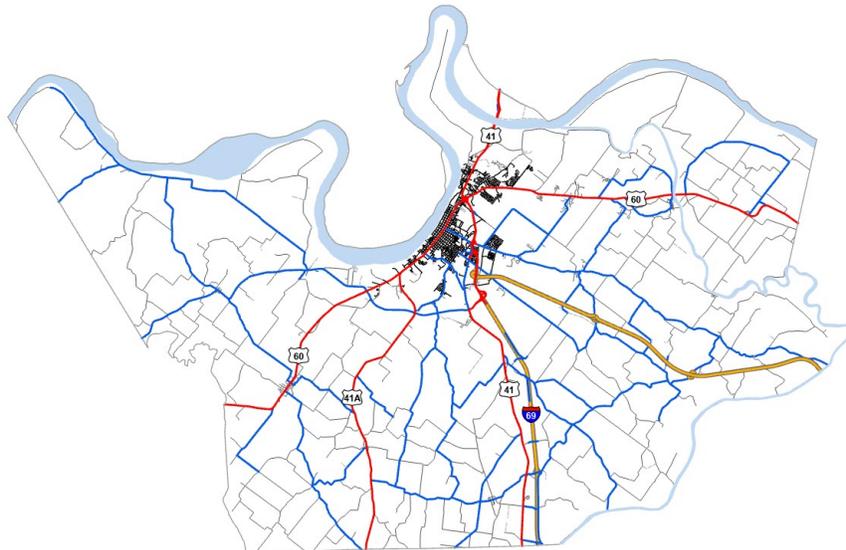




PLANNING COMMISSION DEVELOPMENT PROCESS GUIDELINES 2023



Updated by:

Theresa Curtis



Table of Contents

Preliminary Conference	4
Technical Advisory Chart.....	
Rezoning Guidelines.....	4-5
Application Contents.....	5
Schedule/Procedures	6-7
Zoning/Map Amendment Application.....	
Development Plan Procedure	8
Application	
Master Plan Procedure	8
Checklist.....	
Application	
Major Preliminary Subdivision Procedure	9
Checklist.....	
Application	
Major - Final Subdivision Procedure.....	10
Checklist.....	
Application	
Minor Subdivision Procedure	10
Checklist.....	
Application	
Site Plan Procedure.....	11
Checklist.....	
Application	
Bonding Procedure.....	12



Table of Contents

Plat Distribution Procedure 13-15
Fee Schedule 16-17

CHECKLISTS

Master Plan Checklist.....22
Major Subdivision Preliminary Checklist.....24-28
Major Subdivision Final Checklist.....31-32
Minor Subdivision Checklist.....35-36
Site Plan Checklist.....39

APPLICATIONS

Zoning Map Amendments.....18-20
Development Plan Application.....21
Master Plan Application.....23
Major Subdivision Preliminary Application.....29-30
Major Subdivision Final Application.....33-34
Minor Subdivision Application.....37-38
Site Plan Application.....40
Site Plan Sample.....41
Technical Advisory Chart.....42

ALL APPLICATIONS AND CHECKLISTS DOCUMENTS ARE LOCATED ON THE PLANNING COMMISSION WEBSITE WWW.HENDERSONPLANNING.ORG . LOOK UNDER PERMITS & FORMS - PLANS.



Preliminary Conference

Anyone wishing to develop property in the city or county of Henderson may contact the Planning Commission staff at **270-831-1289** to request a preliminary conference meeting. A conference will be scheduled as soon as possible with planning staff and all applicable governmental departments. A rough sketch or drawing is requested for this informal meeting to advise applicant of procedures and time frame. (See Technical Advisory Chart)

Rezoning

PLANNING COMMISSION ZONING MAP AMENDMENT GUIDELINES

A request for a zoning map amendment may be initiated by the Planning Commission, the City Commission, Fiscal Court, or the owner of the property in question. All requests must be reviewed by the Planning Commission through a public hearing process. The final authority to approve or disapprove a rezoning rests with the City Commission or Fiscal Court. Before any rezoning is granted, the Commission must find that the rezoning is in accordance with the Comprehensive Plan.

Proposed map amendment may follow the Alternative Zoning regulation subject to the regulations of KRS 100.211. The Planning Commission recommendation relating to the proposed amendment shall become final and map amendment shall be automatically implemented subject to the provisions of KRS 100.347, all as set forth in the Planning Commission recommendations, unless within twenty-one (21) days after final action by the Planning Commission: (1) Any aggrieved party files a written request with the Planning Commission that the final decision shall be made by the appropriate Fiscal Body or Fiscal Court; or, (2) the appropriate legislative body or Fiscal Court files a notice with the Planning Commission that the legislative body or Fiscal Court shall decide the rezoning.

If the Alternative Zoning regulation is not followed, before an amendment to the zoning ordinance is granted, the City Commission or Fiscal Court must find that the map amendment is in agreement with the Comprehensive Plan. In the absence of that finding, the Commission must find that: (1) that the existing zoning classification given to the



property was inappropriate or improper; or (2) there have been major changes of an economic, physical or social nature within the area involved which were not anticipated in the

Community's Comprehensive Plan which have substantially altered the basic character of such an area. The applicant should present evidence in support of these findings.

It shall take a majority of the entire City Commission or Fiscal Court to override the recommendation of the Planning Commission. Unless a majority of the entire City Commission or Fiscal Court votes to override the Planning Commission's recommendation, such recommendation shall become final and effective, and if a recommendation of approval was made by the planning commission, the ordinance of the Fiscal Court adopting the zoning shall be deemed to have passed by operation of law. Upon approval the ordinance with development plans including written agreements, if any, will be published and recorded in the same manner as all other county ordinances.

APPLICATION CONTENTS:

1. All applicants are encouraged to schedule a preliminary conference meeting with staff (270-831-1289).
2. The applicant is to submit a completed application to the Planning Commission office with the following information:
 - a) Plat showing boundary lines of property in question with total acreage to be rezoned and location of adjoining property owners;
 - b) Current names and mailing addresses of all adjoining property owners, including those located across any road, street or alley. (Obtained from the Henderson County Property Valuation Administrator, Court House);
 - c) Property owner's signature and address on application;
 - d) Development plan may be required for any application for a zoning change.
3. Fees must be submitted with the application as follows:
 - a) \$200.00
 - b) Plus \$50.00 for development plan if one is submitted, plus \$50 to record Land Use Restriction for development plan.



SCHEDULES/PROCEDURES

- Application must be submitted by **Wednesday 11:30 a.m.**, 20 days prior to Planning Commission meeting date. Henderson City-County Planning Commission meets at 6:00 p.m. on the first Tuesday of each month at the Henderson Municipal Center.
- Once completed application is submitted, the property will be posted.
- A notice will be mailed to all applicants prior to the meeting and a legal advertisement will be published in the newspaper.
- Applicants or representatives must attend the public meeting/hearing.
- At hearing, Planning Commission staff will present the request to the Planning Commission. The Commission will hear comments from the applicant and public in support of the request as well as those opposed to the request. The Planning Commission must weigh the evidence presented in the public hearing in order to make findings to either approve or deny the zoning change.
- The Commission will then act to approve, approve with a development plan, or disapprove the request and forward the recommendation to the Mayor and City Commission or to the Judge and County Magistrates.
- The applicant or his representative should plan to attend this public hearing in order to represent the request and address any questions or concerns.
- The length of time for a rezoning request may vary. Planning Commission recommendations relating to the proposed amendment may be final within twenty-one (21) days after the final action by the Planning Commission. If the rezoning request is to be decided by the appropriate legislative body, the length of time may range between 30-90 days.



HCCPC STAFF 270-831-1289	CITY ELECTED OFFICIALS	COUNTY ELECTED OFFICIALS	PLANNING COMMISSION
Brian Bishop, Executive Director	Brad Staton, Mayor	Brad Schneider, Judge Executive	David Dixon, PC Chairman
Jennifer Marks, Assistant Director	Austin Vowels, Commissioner	Keith Berry, Magistrate	Kevin Richard, PC Vice-Chairman
Theresa Curtis, Finance Tech/GIS Technician	Rodney Thomas, Commissioner	Butch Puttman, Magistrate	Bobbie Jarrett, PC Treasurer
Heather Lauderdale, Address Tech	Robert Pruitt Commissioner	Taylor Tompkins, Magistrate	Mac Arnold, PC Commissioner
Chris Raymer, GIS Coordinator	Nick Witt, Commissioner	Tim Southard, Magistrate	Dickie Johnson, PC Commissioner
	Steve Davis, City Code Administrator	Bill "Stephens" Starks, Magistrate	Gary Gibson, PC Commissioner
		Randy Tasa, County Code Administrator	X.R. Royster, PC Commissioner
			Frank Boyett, PC Commissioner
			Stacy Denton, PC Commissioner
			Kevin Herron, PC Commissioner
			Gray Hodge, PC Commissioner
			Doug Bell, PC Commissioner



Development Plan

When a development plan is submitted with a zoning change application the process is the same as any rezoning request except 8 copies of the development plan are submitted to the Planning Commission office and are reviewed by the Land Development Committee prior to going to the full Planning Commission.

The merits of the zoning case are not discussed outside the public hearing, only the development plan for conformance with all applicable regulations.

Master Plan Procedure

A master plan may be submitted by the developer for approval in lieu of an overall preliminary plat to allow the developer to obtain approval of the general layout and other pertinent features of the development before incurring costs for engineering design of public improvements. A master plan must be submitted for the entire tract if the developer intends to subdivide only a portion of a tract of land.

- Applicant submits 10 copies of master plan to Planning office along with fees (See checklist and fee schedule) 20 days prior to the Planning Commission meeting. (A rezoning request may be made simultaneously, or if the zoning is correct a preliminary may also be submitted simultaneously.)
- Master plan may be submitted simultaneously with rezoning.
- Planning Staff reviews plans and distributes to appropriate agencies (see distributions chart) for comments.
- Land Development Committee (Planning Staff and Technical Advisors) review plans and comments. Applicant is given 6 days to make revisions and resubmit to place on the Planning Commission Agenda.
- Planning Commission approves, conditionally approves, tables or denies plans.

TIME FRAME: 21 TO 30 DAYS FOR PROCESS. Additional time depends on applicants having revisions made and resubmitted in a timely manner.



Major Preliminary Subdivision Procedure

After preliminary conference, an overall preliminary plan (see checklist and fee schedule) may be submitted to the Planning office (unless a master plan has been approved and then a section of preliminary may be submitted) 10 copies of the preliminary and (9) construction plans are submitted 20 days prior to the Planning Commission meeting.

- Planning Staff reviews plans and distributes to appropriate agencies for review and comment (see distribution chart).
- The Land Development Committee (Planning Commission Staff and Technical Advisors) meets 14 days prior to the Planning Commission meeting to review and receive comments. The developer is given 6 days to make revisions and resubmit to be placed on the Planning Commission Agenda.
- Planning Staff reviews revised plans and presents to Planning Commission at the regular meeting.
- The Planning Commission will approve, conditionally approve, table or deny plans. If a zoning change is being simultaneously considered, the preliminary approval would be approved subject the zoning change being completed.

TIME FRAME: 20 days from submittal if all requirements are met. If conditions are placed on approval the time frame could vary based on the amount of time the applicant takes to meet conditions.

*Applicants may submit both preliminary and final simultaneously on an industrial subdivision or when preliminary has previously been approved and approval has run out, or if only one lot is being submitted with no public improvements involved.



Major-Final Subdivision Procedure

After preliminary approval is granted, 16 copies of the final plat are submitted to the Planning office, accompanied by the performance bond.

Plats are reviewed for conformance with preliminary plats for comment and cost of improvements for bonding.

Applicant may choose to either install improvements or bond improvements prior to recording of the plat.

Planning Commission Chairman or Director will approve and record plat if bonded, or will approve and record after improvements are accepted.

Bond amounts are set by the department having jurisdiction and Developers are given bond amounts at preliminary stage.

Final approved plats are distributed to appropriate agencies after recording and addresses are assigned to each lot.

Minor Subdivision Procedure

5 copies of plat submitted to planning commission office with fee (see checklist and fee schedule).

Plat is reviewed by planning staff and all applicable departments.

Surveyor is contacted for revisions or additional information, if necessary.

After surveyor makes revisions and resubmits, the plat is reviewed by planning staff, signed by executive director and recorded at office of the County Court Clerk.

2 copies are returned to applicant and 2 copies filed in the office of the planning commission.

- **Time Frame: 2-3 Days depending on when surveyor makes revisions and resubmits.**



Site Plan Procedure

RESIDENTIAL – Site plan submitted to Codes Administrator for his review and building permit.

NON-RESIDENTIAL AND MULTI-FAMILY – Submit site plans to Planning Commission staff or Codes Administrator to be reviewed by Preliminary Conference Committee (meet every week). The Preliminary Conference committee consists of Planning Commission staff and all applicable departments.

TIME FRAME: If everything is in order the building permit can be issued immediately. A longer time frame is dependent on the revisions being made and resubmitted to Codes Administrator.

For those non-residential and multi-family site plans on new lots (including lots requiring a consolidation plat on major thoroughfares, or one that does not propose to meet the access standards of the planning unit) submittal must be made to the Planning Commission.

- 10 copies of the site plan submitted to the Planning Commission office 20 days prior to the Planning Commission meeting.
- The Planning Staff distributes the site plan to appropriate agencies for review and comment.
- The Land Development Committee reviews the site plan and comments 14 days prior to the Planning Commission meeting.
- The applicant is given 6 days to revise and resubmit the site plan to be put on the Planning Commission Agenda.

Time Frame: 21 days from submittal to approval.



Bonding For Improvements)

- Bonding may be in the form of cash escrow, letters of credit, or certificates of deposit.
- No building permit may be issued by Codes Department until final plat is recorded or until site plan has met conditions of approval.
- Planning Commission accepts bonding for a period of up to one year.
- Planning Staff notifies applicant and Bank or Bonding Company 60 days prior to expiration date.
- Inspection report sent to Bond Committee (5 members of the Planning Commission) for review and full Planning Commission takes action whether to make recommendation to legislative body for acceptance of public improvements or extend the bond for up to one year.
- If recommendation is for acceptance by the legislative body, the Planning Commission releases said bond after ordinance is adopted by the legislative body.
- If bond is for private improvements, bond is released after final inspection.
- If extension is granted, Planning Staff notifies developer and Bank or Bonding Institution of date new assurance document must be submitted.



Coordination with Various Departments and Agencies (Plat Distribution System & CP=Constructions Plans)

Preliminary Plats, Master Plans, Development Plans and Site Plans prior to Land Development Committee Meeting are sent to the following when applicable:

CITY	COUNTY
Planning Office + CP (Keeps 1)	Planning + CP (Keeps 1)
Public Service Office + CP	County Engineer + CP
Code Department	Code Department
Fire Department	County Fire Chief
Hwy Department (If applicable) + CP	Hwy Department (If applicable) + CP
Henderson Water Utilities + CP	Water Service Provider + CP
Electric Service Provider + CP	Electric Service Provider + CP
Bell South + CP	Bell South + CP
Henderson Gas Department + CP	Gas Service Provider + CP
Cable TV Service Provider	Health Department
Health Department (Mobile Home Parks)	Emergency Services (If new Streets)
Emergency Services – 911 (If new Streets)	MPO + CP
MPO + CP	
Customer Service	



Coordination with Various Departments and Agencies (Plat Distribution System & CP=Constructions Plans)

Preliminary plats, master plans, development plans and site plans after planning commission approval are sent to the following if applicable:

CITY	COUNTY
Planning Office + CP (3 sets)	Planning Office + CP (3 sets)
Public Service Office + CP	County Engineer + CP
Code Department	Highway Department + CP
Fire Department	Code Department
Hwy Department (If applicable) + CP	Water Service Provider + CP
Henderson Water Utilities + CP	Electric Service Provider + CP
Electric Service Provider + CP	Bell South + CP
Bell South + CP	Gas Service Provider + CP
Cable TV Provider	Health Department
Henderson Gas Department + CP	Owner/Developer
Health Department (Mobile Home Parks)	
Owner/Developer	



Coordination with Various Departments and Agencies (Plat Distribution System & CP=Constructions Plans)

Final plats are submitted to the planning commission office and must comply in all respects with the preliminary plat to be signed by planning director and recorded.

Final Plats after approval are sent to the following:

CITY	COUNTY
Planning Office (3 sets)	Planning Office (3 sets)
Public Service Office	County Engineer
Code Department	Electric Service Provider
Fire Department	Code Department
Electric Service Provider	Water Service Provider
Henderson Water Utilities	Bell South
Bell South	Gas Service Provider
Henderson Gas Department	Henderson County Board of Education
Henderson County Board of Education	Post Office
Post Office	PVA Office
PVA Office	Health Department
Emergency Services	Emergency Services
Customer Service	Owner/Developer
Owner Developer	



PLANNING COMMISSION FILING FEES (Effective 01/01/2021)

REZONING (ZONING MAP AMENDMENT) APPLICATION LUR	\$200.00 \$ 50.00
DEVELOPMENT PLAN	\$50.00
REVISION TO DEVELOPMENT PLAN	\$35.00
LAND USE RESTRICTION RECORDING FEE (ORIGINAL DEVELOPMENT PLAN ONLY)	\$50.00
MASTER PLAN	\$50.00
LAND USE RESTRICTION RECORDING FEE (ORIGINAL MASTER PLAN ONLY)	\$50.00
MAJOR SUBDIVISION PRELIMINARY PLAT	\$100.00 Plus
REVISED PRELIMINARY PLAT – SAME	\$1 Per Lot
❖ LAND USE RESTRICTION RECORDING FEE (ORIGINAL PRELIMINARY PLAT ONLY)	\$50.00
MAJOR SUBDIVISION FINAL PLAT	\$ 50.00
REVISED FINAL PLAT – SAME	
STREET NAME SIGNS	\$100.00 Each
REGULATORY SIGNS (Traffic control signs, stop, speed limit, etc.)	\$150.00 Each
STREET INSPECTIONS FEES	\$1 Per Lineal Ft.
	\$50.00
FINAL PLAT RECORDING FEE	
SITE PLAN	\$50.00
MINOR SUBDIVISION PLAT	\$50.00 Plus
	\$1 Per Lot
MINOR SUBDIVISION PLAT RECORDING FEE	\$50.00
AGRICULTURAL DIVISION	\$10.00
RECORDING FEE	\$50.00
VARIANCE FROM ACCESS STANDARDS MANUAL	\$50.00
LAND USE RESTRICTION RECORDING FEE	\$50.00
EASEMENT RECORDING FEE	\$50.00

Land use restriction fees and plat recording fees are refunded if request is denied or withdrawn.



Planning Commission Filing Fees (Effective 01/01/2021)

- ❖ When preliminary and final plats are submitted at the same time, land use restriction recording fee is not needed unless preliminary has more acreage than final.

FILING FEES – COUNTY BOARD OF ZONING ADJUSTMENT

CONDITIONAL USE PERMIT LAND USE RESTRICTION RECORDING FEE	\$ 40.00 50.00
VARIANCE FROM ZONING REGULATIONS LAND USE RESTRICTION RECORDING FEE	\$ 50.00 50.00
APPEAL ZONING ADMINISTRATORS INTERPRETATION LAND USE RESTRICTION RECORDING FEE	\$ 40.00 50.00

Land use restriction fees are refunded if request is denied or withdrawn. These fees and charges are in addition to the fee schedule established for obtaining a building permit.



PLANNING COMMISSION ZONING MAP AMENDMENT APPLICATION

PLEASE PRINT

The applicant must be an owner of the property.

Spouse and/or any other parties with legal or equitable interest must join in this application.

Identify applicant or owner(s).

If needed, use separate sheet to identify all parties with legal interest in this property.

Rezoning # _____

Date Application Filed: _____

PC Hearing Date: _____

Fee amount: \$ _____

w/Dev. Plan \$ _____

Receipt # _____

By: _____

Applicant(s) name: _____

Business entity – names of Officers, Directors; Shareholders or Members:

Address: _____

Daytime Telephone _____ Cell: _____

Email Address: _____

Property owner(s) name(s): _____

Address: _____

Daytime Telephone _____ Cell: _____

Email Address: _____

Applicant(s) Agent/Attorney: _____

Address: _____

Daytime Telephone _____ Cell: _____

Email Address: _____



PLANNING COMMISSION **ZONING MAP AMENDMENT APPLICATION**

If the proposed zoning request is not consistent with the Comprehensive Plan, the Commission must find **either**:

1. That the original classification was inappropriate or improper for the original use of the property; or
2. That there have been major changes of an economic, physical or social nature within the area involved which were not anticipated in the comprehensive Plan and that those changes have substantially altered the basic character of the area involved.

Project Summary:

In order for the Planning Commission to make a recommendation for a zoning map amendment, it must make findings of fact in support of its recommendation.

Findings in Compliance with the Comprehensive Plan: Please provide specific evidence from the Comprehensive Plan with reference to the Land Use Criteria and Goals and Objectives, to support this map amendment request.

If the applicant feels the proposed request is not consistent with the adopted Comprehensive Plan, the application must contain facts supporting one of the following:

1. Describe why the **original** classification was **inappropriate**.
(Use additional sheets if needed).

2. Describe the **major changes not anticipated** by the Comprehensive Plan and how they have altered the basic character of the area.
(Use additional sheets if needed).



PLANNING COMMISSION ZONING MAP AMENDMENT APPLICATION

Property and Proposed Development Information

- Property Address: _____
- PID # _____ Acreage: _____
- Existing Zoning: _____
- Existing Land Use: _____
- Zoning Requested: _____
- Plat of property and description of area showing accurate measurements with acreage included.
- List of adjacent property owners for property being rezoned.
- Development Plan: Yes _____ No _____
 (If Development Plan submitted, please provide 8 copies (one 8 ½ x 11), and (1) digital copy)

Applicant's Certification

I do hereby certify that, to the best of my knowledge and belief, all application materials have been submitted and that the information they contain is true and correct.

Signature of Applicant(s) and owner(s):

Date:

(Please print name and title)

(Please print name and title)



PLANNING COMMISSION DEVELOPMENT PLAN APPLICATION

A fee of **\$50.00** is required, of which no part shall be returnable. A fee of **\$50.00** is also required for recording of the Certificate of Land Use Restriction. **A revision to the Development Plan is \$35.00**

HENDERSON AND HENDERSON COUNTY KENTUCKY

DATE _____ RECEIPT# _____ **(FOR STAFF USE ONLY)**

The undersigned hereby submits, for the Henderson City-County Planning Commission, a development plan for a parcel of land herein described:

NAME OF SUBDIVISION _____

LOCATION _____

DEVELOPER _____

APPLICANT'S SIGNATURE _____

ADDRESS _____

PHONE # _____

FOR STAFF USE ONLY

Clerk's Signature _____ Date _____

Received by Director _____ Date _____

COMMISSION ACTION

Preliminary Plat Date _____

Action _____

Final Plat Date _____

Action _____

COMMENTS CONCERNING THIS SUBDIVISION: _____



PLANNING COMMISSION MASTER PLAN CHECKLIST

NAME OF SUBDIVISION _____

- _____ Accompanied by completed application
- _____ Accompanied by fee for recording Certificate of Land Use Restriction of \$50.00
- _____ Accompanied by completed master plan checklist
- _____ 10 copies on sheet size 24" X 36" or 18" X 24"
- _____ Title Block
 - _____ Subdivision name
 - _____ Property Identification
 - _____ Property owner, developer, and surveyor identification
 - _____ Legend Information (graphic & written scale, north arrow, date of preparation, etc.)
- _____ Acceptable Vicinity Map
- _____ Lot Design
 - _____ Exterior boundary lines
 - _____ Propose uses
 - _____ Streets-Existing & proposed
- _____ Location and size of existing utilities and easements adjacent to and within the proposed subdivision
- _____ Lot lines- approximate location and distance
- _____ Other pertinent conditions of site
- _____ Adjoining property owners
- _____ Sectionalization Plan (if proposed)

Surveyor Date

Owner Date



PLANNING COMMISSION MASTER PLAN APPLICATION# _____

A fee of \$50.00 is also required for recording of the Certificate of Land Use Restriction.

DATE _____ RECEIPT# _____ **(FOR STAFF USE)**

The undersigned hereby submits, for the Henderson City-County Planning Commission, a master plan for a parcel of land herein described:

NAME OF SUBDIVISION _____

LOCATION _____

DEVELOPER _____

APPLICANT'S SIGNATURE _____

MAILING ADDRESS _____

PHONE# _____ DATE _____

(FOR STAFF USE)

CLERK'S SIGNATURE _____ DATE _____

Received By Director _____ DATE _____

ACTION _____

Final Plat Date _____

COMMENTS CONCERNING THIS SUBDIVISION:



PLANNING COMMISSION MAJOR SUBDIVISION PRELIMINARY PLATS CHECKLIST

NAME _____

—

This checklist must be met and filled out before a preliminary plat will be placed on the agenda of the L.D.C. or the Planning Commission. The deadline for submittal is **Wednesday at 11:30 p.m.** preceding the Land Development Committee meeting. The L.D.C. meets 14 days prior to the Planning Commission meeting and the Planning Commission meets the first Tuesday of each month.

1. _____ Application form filled out.
2. _____ Fees: \$100.00 + \$1 per lot fee charged for each major subdivision preliminary plat.
3. _____ Current Zoning Classification.
4. _____ 10 copies of 18" X 24" plat or 24" X 36", 1 copy of plat 11" x 17", **plus one digital copy as per the Subdivision Regulations "Addendum A"**.
5. _____ Key map showing appropriate sectionalization process and overall plan required if the property is being sectionalized.
6. _____ Title block complete with:
_____ Subdivision Name
_____ Property Identification
_____ Name and address of property owners, developer's surveyor and/or engineer
_____ All legend information, graphic and written scale (1" = 100'), North arrow, date of preparation, etc.
7. _____ Certification of Developer's surveyor and/or Engineer as required.
8. _____ Acceptable Vicinity Map
9. **PLAT DESIGN: The design scheme shall be drawn at a scale of one hundred (100) feet to the inch, and shall show the following existing conditions and proposed development features:**



PLANNING COMMISSION MAJOR SUBDIVISION PRELIMINARY PLATS CHECKLIST

Checklist Cont'd;

- a. Boundary Lines (full boundary survey)
 - Location
 - Distance
 - Bearing

- b. Streets (within proposed subdivision and all adjacent streets)
 - Street Names
 - Rights of way widths
 - Grades
 - Total number of lineal feet of new streets
 - Tie in to existing streets

- c. Sidewalks (proposed or requesting waiver)

- d. Utilities (within proposed subdivision and all utilities adjacent).
 - Location
 - Size
 - Easements
 - Fire Hydrant locations

- e. Topography
 - Correct contour intervals (existing and proposed - as per Section 3.5 (6)(c)(4) of the Subdivision Regulations

- f. All adjoining property owners identified

- g. Subsurface Conditions
 - Results of site evaluation tests

- h. Other conditions and features (see Sub-Reg's, Section 3.5 (6) (E&G))
 - All water courses
 - Existing structures (to be retained or removed indicated)

- i. Other rights of way or easements
 - Locations
 - Widths
 - Purpose



PLANNING COMMISSION MAJOR SUBDIVISION PRELIMINARY PLATS CHECKLIST

Checklist Cont'd;

10. Lots

- _____ Lot lines (location and distances)
- _____ Lot numbers
- _____ Lot size (in sq. ft. if under an acre, in numbers and hundreds if over an acre)
- _____ Location of all easements
- _____ Contours

- 11. _____ Proposed Building Setback Lines
- 12. _____ Proposed Public Sites (names, acreage and use)
- 13. _____ Identify Lots Not Intended for Single Family Use

14. CONSTRUCTION DRAWINGS - Nine (9) copies of these drawings shall be submitted to the Planning Commission staff on a sheet size of 24" X 36" and be stamped by appropriate agency for drainage approval, water and sewer system approval, and electric utility approval. These drawings shall be referenced to the name and unit number of the proposed subdivision, and shall show the following information:

- a. Street Profiles - The profile of each street indicating the existing ground at a horizontal scale equal to the scale of 1/10th of the horizontal scale with final grades indicated.
 - _____ Layout of streets and lots
 - _____ Rights of way width
 - _____ Surface width
 - _____ Certification by Professional Engineer
 - _____ Proper scale 1" = 50' horizontal and 1" = 5' vertical
 - _____ North arrow
 - _____ Proposed street grades in percent with grades calculated on 25' stations
 - _____ Vertical curve information
 - _____ Benchmarks shown and source of levels, tied to USGS datum
 - _____ Proposed taps on proposed sanitary sewers
 - _____ Connections to existing streets in plan for minimum of 100 ft. showing
 - _____ Existing pavements and curbs
 - _____ Sidewalk location and design
 - _____ Locations and size of existing storm and sanitary sewer, water and water valves
 - _____ Storm sewer inlet location, size and type
 - _____ Profile of streams crossing or parallel to proposed streets



PLANNING COMMISSION MAJOR SUBDIVISION PRELIMINARY PLATS CHECKLIST

Checklist Cont'd;

- b. Street Cross-Section - A cross-section of each new street shall be shown at a scale of ten (10) feet or less to the inch, and shall include the width of pavement including curbs, and gutters, the location and width of sidewalks, the location of utilities, and the total right-of-way width.
 - _____ Right-of-way width in relation to centerline
 - _____ Pavement width and type, and curbs and gutters in relation to centerline
 - _____ Subgrade detail
 - _____ Sidewalk location
 - _____ Sidewalk width
 - _____ Subgrade drainage
 - _____ Perforated pipe under drain, location and detail
 - _____ Utilities location (storm and sanitary sewers, water, etc.)

- c. Additional Plan and Profiles
 - _____ Drainage easements
 - _____ Manholes and catch basins
 - _____ Street signs
 - _____ Street lights (as determined by the appropriate utility companies)
 - _____ Existing and proposed sanitary sewers
 - _____ Size
 - _____ Location
 - _____ Invert elevations
 - _____ Storm drains
 - _____ Fire hydrants
 - _____ Connections to existing or proposed utility system
 - _____ Exact location and size of all underground utilities or structures

15. Storm Water System

- a. Existing and Proposed Storm Sewers
 - _____ Location
 - _____ Size
 - _____ Slope
 - _____ Inlet locations
 - _____ Inlet type
 - _____ Invert elevation
 - _____ Top elevation

- b. _____ All Drainage Computations Attached Including Narrative and Conclusions

- c. _____ All storm sewer design complies with provisions of Subdivision Regulations as a minimum



PLANNING COMMISSION MAJOR SUBDIVISION PRELIMINARY PLATS CHECKLIST

Checklist Cont'd;

- _____ Typical drawing of storm water inlet box
- _____ Provide headwall at all inlet and outfall pipes
- _____ Prove erosion protection at inlet and outlet structures

- d. Open Channel Flow
 - _____ Provide ditch design
 - _____ Provide proper cross sections

- 16. Other Materials:
 - a. _____ When the tract shown on the subdivision plat represents only a portion of the developer's holding, an additional sketch shall be required to illustrate the proposed street layout for the remainder of the tract.

- 17. _____ Erosion Control Plan and Typical

- 18. _____ Attached any permits or approvals required by any other local, state or federal agencies, i.e.:
 - a. Copy of Local Water, Sewer and Drainage Approval
 - b. Copy of State Water, Sewer and Drainage Approval
 - c. Copy of Highway Access Permit
 - d. Electric Company Approval

- 19. _____ Preliminary plat should be certified by developer's surveyor and construction drawings by developer's engineer.

This checklist does not replace the Henderson City-County Subdivision Regulations or any other design requirement. It is intended solely as a reviewing tool and any information may be required whether or not it is listed above. All applicable information listed on this checklist must be submitted by the deadline in order to have a valid submittal.

Surveyor Date

Engineer Date



PLANNING COMMISSION MINOR-MAJOR SUBDIVISION APPLICATION

DATE _____ APPLICATION #. _____ (FOR STAFF USE)

(CHECK APPLICABLE TYPE OF SUBMITTAL)

- () MINOR SUBDIVISION
- () MAJOR SUBDIVISION PLAT – PRELIMINARY
- () MAJOR SUBDIVISION PLAT – FINAL

(PLEASE PRINT)

1. NAME OF SUBDIVISION _____
 LOCATION _____
 DEVELOPER _____
2. FLOOD HAZARD AREA _____ YES _____ NO
3. PRESENT ZONING DISTRICT _____
4. NUMBER OF LOTS _____
5. TOTAL AREA OF PARCEL(S) _____
6. NAME OF APPLICANT _____
 ADDRESS _____
 PHONE _____
 APPLICANTS SIGNATURE _____
7. NAME OF SURVEYOR OR ENGINEER _____
 ADDRESS _____
 PHONE _____



PLANNING COMMISSION MINOR-MAJOR SUBDIVISION APPLICATION

FOR STAFF USE ONLY

DATE RECEIVED _____

PLAT FEE \$ _____ RECORDING FEE \$ _____

CLERKS SIGNATURE _____

PLANNING COMMISSION ACTION AND DATE _____

ADDITIONAL COMMENTS: _____

RECORDED _____



PLANNING COMMISSION MAJOR SUBDIVISION FINAL PLAT CHECKLIST

This checklist must be met before a major subdivision can be accepted for review for final approval. A more detailed description of each step can be found on Section 3.6 of the Henderson City-County Subdivision Regulations.

- (1)_____ 16 copies of 18 X 24 plat with special emphasis on section being submitted, **plus one digital copy as per the Subdivision Regulations "Addendum A"**.
- (2)_____ Status report on all other sections if under sectionalization process.
- (3)_____ Graphic description of sections which have already received final approval.
- (4)_____ PVA - Parcel Identification Number.
- (5)_____ Final plat complies in all respects with the preliminary and engineering plats as approved.
- (6)_____ Is accompanied by restrictive covenants.
- (7)_____ Is accompanied by performance bond if applicable.
- (8)_____ Is accompanied by the inspection fee (\$1.00 per running foot) (if applicable).
- (9)_____ Is accompanied by \$100 for each street sign, & \$150 for each Traffic Control Sign (if applicable).
- (10)_____ Is accompanied by \$50.00 submittal fee and \$50.00 recording fee.
- (11)_____ Contains at least 10% of entire number of lots unless prior approval for deviation has been obtained from the Planning Commission.
- (12)_____ Title Block is complete:
____Name of subdivision and correct section number.
____Names and addresses of property owner, developer, & engineer.
____Legend information, graphic and written scale, North point, date of preparation, etc.
- (13)_____ Certification block with appropriate signatures:
____Owners
____Surveyors
____Water and Sewer Authority
____Local Government Engineer



PLANNING COMMISSION MAJOR SUBDIVISION FINAL PLATS CHECKLIST

(13) Certification block with appropriate signatures **Cont'd:**

- Ready for Planning Commission signature
- Consolidation Certification

(14) Vicinity Map - meeting proper requirements.

(15) Zoning Classification

(16) Proper lot design:

- Scale - 1" = 100'
- Adjacent streets
- Adjacent owners
- Boundary lines of tract
- Monuments
- Show street information/Street R-O-W and Pavement Width
- Show lot numbers for all lots
- Show all proposed reservation and dedications
- Show building setback lines (front, rear and side yard)
- Notation of lot size in acreage if over an acre, or sq. feet if under an acre.
- Show Special Flood Hazard areas.

Surveyor

Date



PLANNING COMMISSION MINOR-MAJOR SUBDIVISION APPLICATION

DATE _____ APPLICATION #. _____ (FOR STAFF USE)

(CHECK APPLICABLE TYPE OF SUBMITTAL)

- () MINOR SUBDIVISION
- () MAJOR SUBDIVISION PLAT – PRELIMINARY
- () MAJOR SUBDIVISION PLAT – FINAL

(PLEASE PRINT)

1. NAME OF SUBDIVISION _____
LOCATION _____
DEVELOPER _____
2. FLOOD HAZARD AREA _____ YES _____ NO
3. PRESENT ZONING DISTRICT _____
4. NUMBER OF LOTS _____
5. TOTAL AREA OF PARCEL(S) _____
6. NAME OF APPLICANT _____
ADDRESS _____
PHONE _____
APPLICANTS SIGNATURE _____
7. NAME OF SURVEYOR OR ENGINEER _____
ADDRESS _____
PHONE _____



PLANNING COMMISSION MINOR-MAJOR SUBDIVISION APPLICATION

FOR STAFF USE ONLY

DATE RECEIVED _____

PLAT FEE \$ _____ RECORDING FEE \$ _____

CLERKS SIGNATURE _____

PLANNING COMMISSION ACTION AND DATE _____

ADDITIONAL COMMENTS: _____

RECORDED _____



PLANNING COMMISSION MINOR SUBDIVISION CHECKLIST

Name of Subdivision _____

City _____ or County _____

The following requirements should be met before any plat is submitted to the Planning Commission office for consideration of approval by the Planning Director and staff.

a. Material and Size

- 1. Size: 8 ½ x 11, 8 ½ x 14, 11x17, 18 x 24
- 2. Good quality, neat and legible
- 3. Five copies of plat with original signatures of land owners and spouses and surveyors on each copy in designated certification blocks
- 4. **Digital Copy as per Subdivision Reg's "Addendum A".**
- 5. PVA – Parcel Identification Number.

b. Title Block

- 1. Name of Subdivision
- 2. Name and mailing address of owner
- 3. Name and mailing address of surveyor
- 4. North Arrow, Graphic scale and written scale of 1" = 100', where possible
- 5. Date of preparation
- 6. Name of any previous subdivision under which property has been divided

c. Location Sketch – Accurate & legible vicinity map

d. Subsurface Conditions –Site evaluation or proof of existing septic systems for lots in the county of less than one (1) acre. *If there is an existing septic system, submit copy of affidavit from the Health Department.*

e. Designate if property is in flood prone area



PLANNING COMMISSION MINOR SUBDIVISION CHECKLIST

Checklist Cont'd

f. Land Subdivision Plan

- 1. Boundaries and lot lines with accurate bearings and distances
- 2. Existing structures
- 3. Building setback lines (Front, rear and side)
- 4. Dedication of and/or existing right-of-way
- 5. Type of surface and surface width of abutting and adjacent public roadways
- 6. Names of abutting and adjacent roadways
- 7. Adjacent property owners with deed book and page number
- 8. Record plat or deed book and page number
- 9. 12 ft. public utility easement along property frontage
- 10. Any existing or created public utility easements
- 11. Is Potable Water available? Yes No
- 12. Electric Utility Easement note. Electric Service Provided by _____
- 13. Show zoning classification

g. Lots

- 1. Lot size in acreage if over one acre, or square footage if under one acre
- 2. Remaining acreage if any
 - a. If under 5 acres dimension of remainder must be shown on plat as a lot
 - b. If a portion of a tract is transferred to an adjoining property, the dimension of the remaining property for which the portion was transferred shall be placed on plat (consolidation plat)
- 3. Total acreage or square footage of NEW LOT on consolidation plat

h. Certifications

- 1. Owner's certification
- 2. Registered surveyor's certification
- 3. Planning Commission certification
- 4. Consolidation certification
- 5. Land surveyor's stamp on each copy

_____ **Surveyor**



PLANNING COMMISSION MINOR-MAJOR SUBDIVISION APPLICATION

DATE _____ APPLICATION #. _____ (FOR STAFF USE)

(CHECK APPLICABLE TYPE OF SUBMITTAL)

- () MINOR SUBDIVISION
- () MAJOR SUBDIVISION PLAT – PRELIMINARY
- () MAJOR SUBDIVISION PLAT – FINAL

(PLEASE PRINT)

1. NAME OF SUBDIVISION _____
 LOCATION _____
 DEVELOPER _____
2. FLOOD HAZARD AREA _____ YES _____ NO
3. PRESENT ZONING DISTRICT _____
4. NUMBER OF LOTS _____
5. TOTAL AREA OF PARCEL(S) _____
6. NAME OF APPLICANT _____
 ADDRESS _____
 PHONE _____
 APPLICANTS SIGNATURE _____
7. NAME OF SURVEYOR OR ENGINEER _____
 ADDRESS _____
 PHONE _____



PLANNING COMMISSION MINOR-MAJOR SUBDIVISION APPLICATION

FOR STAFF USE ONLY

DATE RECEIVED _____

PLAT FEE \$ _____ RECORDING FEE \$ _____

CLERKS SIGNATURE _____

PLANNING COMMISSION ACTION AND DATE _____

ADDITIONAL COMMENTS: _____

RECORDED _____



PLANNING COMMISSION SITE PLAN CHECKLIST

1. A Site Plan review submittal shall include ten (10) copies of the site plan and a complete plan Review application. All Site Plans submitted to the Henderson City-County Planning Commission for review and approval shall depict the following information:
2. Title of Site Plan (example Green Street Apts. Site Plan)
3. If apartment complex/ number of units/ number bedrooms
4. North Arrow.
5. Drawn to scale.
6. Date prepared
7. Name and address of property owner
8. Address of property.
9. Property lines (existing and proposed).
10. Street(s) on which the property has frontage and/or street(s) which provide access to the Property.
11. Size of the property (dimensions and square footage).
12. Accurate location and dimensions of proposed and existing building(s).
13. Location and type of security lighting (if required).
14. Surface water drainage patterns, erosion control, approved by appropriate authority.
15. Required number of parking spaces and dimensions 10x18.
16. Dimensions and location of loading/unloading spaces (if required).
17. All existing and/or proposed entrances, exits and internal driveways which will be utilized by the development, show internal traffic flow. (Include curbing, sidewalk, drive and access aprons to be removed.)
18. Any existing or proposed easements (i.e. Utility, drainage) located on the property.
19. Location and description of all screening/buffering elements which will be utilized for the Development (if required).
20. Location of trash and garbage containment areas with proposed buffer.
21. Site triangle
22. 100 year flood plain elevation (if applicable).
23. Signature line
24. Required building Setbacks
25. Fire hydrant location or distance to nearest fire hydrant. (If required).
26. Vicinity Map
27. Any existing or proposed location and size of all utilities.
28. N.O.I. - Notice of Intent if disturbing more than 1 acre.
29. State Encroachment Permit if required.
30. Other features – Any additional information deemed necessary by the Planning Commission or Technical advisors.



PLANNING COMMISSION SITE PLAN APPLICATION# _____

A fee of \$50.00 is required of which no part shall be refundable.

DATE _____ RECEIPT# _____ **(FOR STAFF USE)**

The undersigned hereby submits, for the Henderson City-County Planning Commission, a site plan for a parcel of land herein described:

TITLE _____

ADDRESS _____, OR

LOCATION _____

DEVELOPER _____

OWNER'S SIGNATURE _____

MAILING ADDRESS _____

PHONE# _____ DATE _____

(FOR STAFF USE)

CLERK'S SIGNATURE _____ DATE _____

PUBLIC HEARING DATE _____

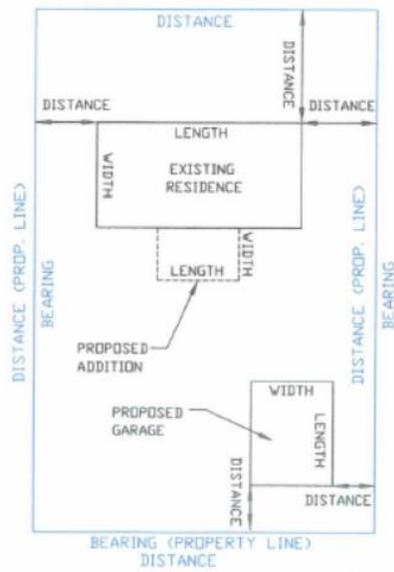
ACTION _____

COMMENTS CONCERNING THIS SITE PLAN:



SAMPLE SITE PLAN

ROAD NAME



SCALE 1"=X



City/County Technical Advisory

CITY - TECHNICAL ADVISORY	NAME	CONTACT INFORMATION
Henderson Water Utilities	Matt Calvert	matt.calvert@hkywater.org
270-826-2824	Tom Williams	williamst@hkywater.org
	Bart Boles	bolesb@hkywater.org
Henderson City Fire Department	Scott Foreman	sforeman@cityofhendersonky.org
270-831-1270	Josh Dixon	jdixon@cityofhendersonky.org
Henderson Municipal Power & Light (HMP&L)	Chuck Tucker	ctucker@hmpl.net
270-826-2726 Ext. 216	Brandon Jones	bjones@hmpl.net
	Ray Nix	raynix100@gmail.com
City of Henderson (Engineer)	Doug Boom	drboom@cityofhendersonky.org
270-831-1200		
Henderson Municipal Gas	Tim Clayton	trclayton@cityofhendersonky.org
270-831-4913		
AT&T	Glenn Shane	glenn.shane@att.com
City Zoning/Building Codes	Steve Davis	smdavis@cityofhendersonky.org
270-831-1277		
City of Henderson, City Manager	William "Buzzy" Newman	
270-831-1200		
COUNTY – TECHNICAL ADVISORY	NAME	CONTACT INFORMATION
Henderson County Engineer	Nick Stallings	nstallings@hendersonky.us
270-827-6030		
Henderson County Zoning/Building Codes	Randy Tasa	rtasa@hendersonky.us
270-827-6030		
PLANNING COMMISSION	TITLE	CONTACT INFORMATION
Brian Bishop	Executive Director	bbishop@hendersonplanning.org
Jennifer Marks	Asst. Director	jmarks@hendersonplanning.org
270-831-1289		