

Types of Plats

Survey Plat

This type of plat may be presented to the Planning Office at any time. Immediate signature from a representative of the Planning Office is most always possible. Lot must be a legal lot of record with source of title included on plat. Staff requests that surveyor/engineer submit plat to the Planning Office with cover letter, appropriate form, original tracing, and one copy. Property owner should sign plat prior to submission to Planning Office.

Agricultural Plat (Agricultural Division)

This type of plat may be presented to the Planning Office at any time. Immediate signature from a representative of the Planning Office is most always possible. Presently, each tract must contain at least **10 acres**. Although right-of-way dedication is not required along existing roadways, where a **30-foot** half right-of-way does not exist, each tract must contain acreage above **10 acres** that would allow for future right-of-way to be dedicated while remaining over **10 acres**. An agricultural plat shall not involve the creation of a new street as defined by KRS 100.111. In addition, each tract should abut a public-maintained roadway for at least **50 feet**. Agricultural tracts created **prior to January 1, 1985** should contain a minimum of **five (5) acres**. Agricultural tracts created **on or after January 1, 1985** should contain a minimum of **ten (10) acres**.

Minor Subdivision Plat

A minor subdivision plat results in **no more than one (1) new lot** with each lot having frontage on an existing public road. Plats should be submitted in conformance with the subdivision regulations. Plats are accepted on Thursday afternoons and only from the surveyor. Plats are reviewed and generally approved in house by the following Thursday. Those plats not meeting the minimum specifications of the subdivision regulations must receive Planning Commission approval.

Major/Minor Subdivision Plat

A major/minor subdivision plat results in **more than one (1) new lot** with each lot having frontage on an existing public road. Generally, the only public improvements to be installed by the developer include water mains and fire hydrants. Plats are accepted on Thursday afternoons and only from the surveyor. Plats are reviewed and generally approved in house by the following Thursday. Those plats not meeting the minimum specifications of the subdivision regulations must receive Planning Commission approval.

Major Subdivision Plat

A major subdivision plat involves the creation of a **new street and/or the extension of sanitary sewer systems**. The Planning Commission must approve these plats.

General Policies

1. **Lots under five (5) acres created by plat or deed prior to April 20, 1977 (Deed Book 465, Page 471)** shall be treated as existing lots of record. Lots created after this date and not meeting the agricultural definition must be created by plat and approved by the Planning Office.
2. **Lots greater than five (5) acres created by plat or deed prior to January 1, 1985** shall be considered agricultural divisions and accepted as existing lots of record. Each tract must abut a publicly maintained roadway for a minimum of 50 feet.
3. **Lots created after January 1, 1985** must contain a minimum of ten (10) acres with at least 50 feet of frontage on a publicly maintained roadway to be considered an agricultural division.
4. **If a tract is deemed to be an agricultural division**, any divisions of such tract so as to create additional tracts within 12 months of Planning Office approval or deed date that would result in the remainder being less than ten (10) acres shall be considered a major/minor subdivision.
5. **When a lot not deemed to be an agricultural division is created from a parent tract** and a second lot is proposed to be created within 12 months, each lot is to be considered a part of a major subdivision and must meet the respective requirements.
6. **All new tracts approved by the Planning Director** must abut a public right-of-way for at least 50 feet. This includes all new tracts created by agricultural plat, minor subdivision plat, or major/minor subdivision plat.
7. **LOT WIDTH & SHAPE REQUIREMENTS:** Each new lot (under ten [10] acres in size) that is approved by the Planning Director must meet the minimum lot frontage (lot width) requirement at the building setback line that is required under the Zoning Ordinance for the applicable zone and street classification. And, the depth of each lot must not exceed three (3) times its average width. On a case-by-case basis, the Planning Commission may consider exceptions to these lot width and shape requirements.
8. **The Planning Commission may consider an exception to the 50-foot frontage requirement** for lots containing existing site-built dwelling units or for financing purposes. If allowed, the Planning Commission may set certain limitations affecting building development and future divisions of a newly created tract or the parent tract.
9. **The minimum 50-foot frontage requirement may be reduced to 25 feet** along the perimeter of a cul-de-sac end, where vehicles turn around.
10. **No new lots under ten (10) acres** shall be approved on property zoned EX-1 Coal Mining.

11. **A division or re-division of land requires a survey and platting of the entire parent tract.** The only exception is that remainders over ten (10) acres and zoned entirely Agricultural are not required to be surveyed and platted.
12. **The Planning Director may approve a plat that reduces the non-conformity of an existing lot** even though that lot does not meet minimum specifications.
13. **The Planning Director may not approve a plat that creates a nonconforming lot,** increases the nonconformity of a nonconforming lot, or converts an existing conforming lot into a nonconforming lot.
14. **When property is split-zoned,** the regulations of the most restrictive zone will apply.
15. **Proposed plats where property boundaries do not follow corporate limit lines** shall not be approved until annexation is in sufficient progress.
16. **The Planning Staff reserves the right to take any plat to the Planning Commission** where issues arise that staff feels should be reviewed by the Planning Commission.
17. **In cases where strict compliance with regulations would create exceptional hardship,** the applicant may request a plat be submitted to the Planning Commission for consideration.
18. **All plats are to be submitted and picked up** by an official representative of the survey or engineer preparing the plat.
19. **To validate an approved plat,** the plat must be recorded in the Daviess County Clerk's Office within 60 days of the Planning Director/Commission approval date. Recording is the responsibility of the landowner. KRS 100.283 indicates the clerk shall not be required to record a plat exceeding 24 inches on one side and 36 inches on the other.
20. **All expired plats,** which the Planning Commission or Director previously approved, may be signed by the Director. Such plats are subject to review in light of regulatory changes, etc. Such plats are submitted on a Thursday afternoon by the surveyor, and will usually be returned to the surveyor by the following Thursday.