

## Subdivision 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.

### Approval Procedure *PLEASE CHECK ONE*

#### Major/Minor

**Water mains or fire hydrants are the ONLY public improvements required**, bypassing preliminary plat stage. Submit plat and required materials on a Thursday for review and approval by the OMPC Director by the following Thursday.

#### Major

**Preliminary plat previously approved.** Submit plat and required materials, including surety on a Thursday for review and approval by the OMPC Director by the following Thursday, unless issues warrant consideration by planning commission. If planning commission approval required, submit plat and materials at least 7 days prior to a regularly scheduled OMPC meeting.

Date received by Planning Office

## Subdivision

Subdivision Name

Unit Number

Total Number of Lots in Unit

Date Preliminary Plat Approved

Acreage

Zoning: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

O'boro City Limits?  Inside  Outside  Plan to Annex

Previous approval date, if revised

## Developer / Subdivider / Owner

Name, Address

Day Telephone

## Engineer / Surveyor

Name, Address

Day Telephone

## Posted Surety Totals

Total amount of surety posted to cover **PUBLIC IMPROVEMENTS** \$  
from Form P1

Total amount of surety posted to cover **PERIMETER LANDSCAPING** \$  
from Form L2

## Application Materials to Submit

ITEMS	COPIES	FORM
Subdivision Information	1 completed form	133 p. 1
Posted Surety Totals	1 completed form	133 p. 1
Filing Fee		
Final Plat Drawing, with Review Certifications signed before submittal to OMPC	<b>4 copies for Review Cycle +</b>	Information from <b>132 pp.</b> 2, 3 Final Plat must be substantially similar to the preliminary plat; otherwise a revised preliminary may be required.
Public Improvements Surety	1 completed form	<b>P1</b>
Below at left, note the total amount of surety posted to cover public improvements, as submitted with Form P1.		
<i>APPLICABLE Review Sheets:</i>		
Streets and Sidewalks	1 completed form for	<b>P2</b>
Storm Sewers and Drainage	each, as applicable	<b>P3</b>
Sanitary Sewers		<b>P4</b>
Water Mains		<b>P5</b>
Fire Hydrants		<b>P6</b>
<i>IF relevant:</i>		
Landscaping easements	On plat drawing	Information from <b>L1, T1</b>
Street Access Limits		
If property perimeter landscaping easements are required to be shown on plat, obtain Form L2 Landscaping Surety from the OMPC office and submit a completed copy along with surety. Below at left, note the amount of surety posted to cover required perimeter landscaping.		
<i>IF deed restrictions are proposed for Major/Minor plat:</i>		
Proposed Deed Restrictions	Attach 1 copy	
<b>+ Review Cycle:</b> 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 <b>10 additional copies of Plat, at least two with signed Surveyor and Professional Engineer certifications, along with the Original Plat Drawing.</b>		

PLEASE TYPE OR PRINT

## Filing Fee *PLEASE CHECK PROPOSED ZONE*

		Maj/Min	Major	Major
<input type="checkbox"/>	<b>A-R</b> Rural Agriculture			
<input type="checkbox"/>	<b>A-U</b> Urban Agriculture			
<input type="checkbox"/>	<b>MHP</b> Manufactured Housing Park			
<input type="checkbox"/>	<b>R-1A</b> Single-Family Residential	\$110 +	\$200+	Minor Amend
<input type="checkbox"/>	<b>R-1B</b> Single-Family Residential	\$3 / lot	\$3/ lot	\$200
<input type="checkbox"/>	<b>R-1C</b> Single-Family Residential			
<input type="checkbox"/>	<b>R-1T</b> Townhouse			
<input type="checkbox"/>	<b>R-2MF</b> Multi-Family Residential	\$155 +	\$300+	Minor Amend
<input type="checkbox"/>	<b>R-3MF</b> Multi-Family Residential	\$5 / lot	\$5/ lot	\$300
<input type="checkbox"/>	<b>R-4DT</b> Inner-City Residential			
<input type="checkbox"/>	<b>P-1</b> Professional/Service Center			
<input type="checkbox"/>	<b>B-1</b> Neighborhood Business Center			
<input type="checkbox"/>	<b>B-2</b> Central Business	\$195 +	\$400+	Minor Amend
<input type="checkbox"/>	<b>B-3</b> Highway Business Center	\$10 / lot	\$10/lot	\$400
<input type="checkbox"/>	<b>B-4</b> General Business			
<input type="checkbox"/>	<b>I-1</b> Light Industrial			
<input type="checkbox"/>	<b>I-2</b> Heavy Industrial			
<b>NUMBER OF LOTS PROPOSED</b>		#		
<b>TOTAL FILING FEE</b>		\$		

## Final Subdivision Plat 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. Keep in mind that the Daviess County Clerk's plat books accommodate a maximum drawing size of 24" X 36".

### Contents of Drawing

The plat drawing must show all applicable items that follow below and on the next page:

- ❑ **North Arrow.**
- ❑ **Title Block** including the name of the subdivision, section or unit number, date, **written and graphic scales**, names and addresses of the subdivider and land surveyors.
- ❑ **Vicinity Map** relating the property to a sufficient number of streets and other landmarks to enable one to quickly recognize its location in Daviess County.
- ❑ **Boundary Lines** of the tract being subdivided, together with accurate distances and angles, and the exact location of all existing and recorded streets intersecting the boundary of the tract.
- ❑ **Angles** or true bearings and distances to the nearest established street line or existing official monuments, which shall be accurately described on the plat.
- ❑ **One Corner** (at least) of the land being subdivided must be referenced to a corner of any parent tract, or durable physical object, or a control network -- such as state plane coordinates -- where such corner, durable physical object or geodetic station of a control network is reasonably accessible.
- ❑ **Accurate Metes and Bounds Description of the Tract** and its source of title as shown by the records in the office of the Daviess County Clerk.
- ❑ **Monuments and Lot Markers**, their locations, type material and size, and a notation as to whether found or set.
- ❑ **Street and Alley Rights-of-Way**, their names, bearings, angles of intersections, and width including the widths along the line of any obliquely intersecting street. Indicate by graphic depiction or by written notation the planned improvement width of streets (back-of-curb to back-of-curb) and the planned location of sidewalks.
- ❑ **Arcs**, their lengths, radii, central angles, internal angles, points of curvature and tangency, and the length of all tangents.
- ❑ **Easements, Lands for Joint Use of Property Owners, or Other Rights-of-Way**, their locations, widths, and the printed words "PUBLIC EASEMENT," or other designation as appropriate.
- ❑ **Water Distribution System.** Show water main locations, pipe sizes, and the location of valves and fire hydrants.
- ❑ **Sanitary Sewers and Storm Drainage System.** Graphically depict pipe locations and sizes, manhole locations, location and widths of surface drainage channels and paved-bottom segments, and location of retention basins.
- ❑ **Property Perimeter Landscape Easements**, if required by Article 17 of the Zoning Ordinance, showing location, dimensions, and materials to be used. *See Form L1, attached.*
- ❑ **Lot Lines**, their dimensions in feet and hundredths, and bearings and angles to minutes if other than right angles to street or alley lines.
- ❑ **Lot Numbers** for deed reference.
- ❑ **Street Address Numbers.** Include any existing addresses on the plat for initial submission. After submission, during staff review, OMPC staff will assign new addresses as necessary. Prior to approval, all addresses must be included on original plat drawing.
- ❑ **Building Setback Lines** along all streets, except alleys.
- ❑ **Parking/Landscaping Setback Lines (Roadway Buffers)** for existing and planned arterial and major collector streets.
- ❑ **Street Access Point Notes, Easements, etc.,** clearly depicting and/or stating any limitations on the location, number, function, or size of future vehicular access to lots fronting on arterial or major collector streets. *See Form T1, attached.*
- ❑ **Public and Non-Public Sites.** Show accurate outlines of all property that is offered for dedication for public use with the purpose thereof indicated, and all property that may be reserved by deed, covenant or restriction for the common use of property owners of the subdivision.
- ❑ **Flood Hazard Areas.** If property is located in an official flood hazard area or flood plain district, indicate flood hazard boundaries and base flood elevation data on the plat and give reference to community-panel number of Flood Insurance Rate Map (FIRM). If property is not located in an official flood hazard area or flood plain district, indicate by note that "PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA" and the FIRM community-panel number.
- ❑ **Certifications for SIGNATURES ON DRAWING**  
*See page 3*

*Please do not submit this page.*

**Certifications for SIGNATURES ON DRAWING:**

<b>REVIEW CERTIFICATIONS</b> signed before initial submittal	
<b>OWNER'S CERTIFICATION</b> We, the undersigned owners of the real estate shown and described hereon, do hereby certify that we have laid-off, platted and subdivided and do hereby lay-off, plat and subdivide said real estate in accordance with the within plat. All streets and alleys (, and other lands intended for public use,) shown and not heretofore dedicated are hereby dedicated to the public.	
_____	_____
Owner's Signature	Date
_____	_____
Witnessed by	Date
<b>WATER SUPPLY CERTIFICATION by Professional Engineer</b> I hereby certify that the water supply system and all fire hydrants shown on this plat can provide a minimum fire flow of 250 gal/min (946 L/min) [500 gal/min (1893 L/min), for commercial and high-density residential development], and can support this flow for a period of not less than two (2) hours plus consumption at the maximum daily rate.	
_____	_____
Professional Engineer's Signature	Date
_____	_____
Registration Number	
<b>If plat includes any lots less than three-quarter(3/4) acre in size and sanitary sewers are not provided, the following certification must be placed on the plat and certified by an inspector at the district health department.</b>	
<b>DISTRICT HEALTH DEPARTMENT CERTIFICATION</b> This subdivision plat has received tentative approval by the District Health Department for the use of septic systems. A site evaluation must be conducted on each individual lot before a septic system may be installed, and installation of a septic system may require site modification or an alternative/ modified septic system as prescribed by 902 KAR 10:085.	
_____	_____
Certified Inspector	Date
<b>ELECTRICAL EASEMENTS APPROVAL</b>	
_____	_____
OMU / Kenergy Representative	Date
<b>TELEPHONE EASEMENTS APPROVAL</b>	
_____	_____
BellSouth Representative	Date
<b>NATURAL GAS EASEMENTS APPROVAL</b>	
_____	_____
Atmos Energy Representative	Date

<b>FINAL CERTIFICATIONS</b> signed when drawing in order
<b>SURVEYOR CERTIFICATION</b> A statement as to the method used to perform the survey; the unadjusted mathematical error-of-closure ratio of the survey traverse; a statement as to whether or not the directions and distances as shown on the plat have been adjusted for closure; a statement as to the basis of the reference meridian used to determine the directions of survey lines; and the signature and registration number of the surveyor responsible for the survey.

**OMPC CERTIFICATION**

**USE ONLY ONE (1)** of the following two (2) formats, as appropriate, on the plat drawing:

**1 MAJOR/MINOR & MAJOR PLAT WITHOUT SEWERS**

<b>OWENSBORO METROPOLITAN PLANNING COMMISSION</b> THIS APPROVAL DOES NOT CONSTITUTE OR PRESUME THE HEALTH DEPARTMENT'S APPROVAL OF ONSITE SEWAGE DISPOSAL SYSTEMS.
APPROVED _____
DIRECTOR
DATE _____

**2 MAJOR/MINOR & MAJOR PLAT WITH SEWERS**

<b>OWENSBORO METROPOLITAN PLANNING COMMISSION</b>
APPROVED _____
DIRECTOR
DATE _____