

# DEVELOPMENT PROCESS

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## GUIDELINES

09/01/2014

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# GENERAL

## **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. A conference will be scheduled as soon as possible with planning staff, and if applicable, the Code Department, Engineering Department, and water utilities staff will be contacted and be included in the preliminary conference. Only a rough sketch or drawing is required for this informal meeting to advise applicant of procedures and time frame.

# REZONING

**ZONING MAP AMENDMENTS**

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 zoning map amendment rests with the City Commission or Fiscal Court. Before any map amendment is granted, the Commission must find that the map amendment is in accordance with the Comprehensive Plan. In the absence of that finding, the Commission must find that: (1) 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 and which have substantially altered the basic character of such area; and (2) that the original zoning classification given to the property was inappropriate or improper. The applicant should present evidence in support of these findings.

**APPLICATION CONTENTS**

1. All applicants are encouraged to schedule a pre-application meeting with staff.
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) A 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 \$16 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 (except January), 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 City Commission or Fiscal Court has final authority to approve or disapprove the request. City Commission and Fiscal Court have two readings of an ordinance on the rezoning request.
- The Planning Commission office can be contacted to find out when the request will be forwarded to the City or County.
- 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 City Commission or Fiscal Court must act upon the request within 90 days of action by the Planning Commission.
- If the applicant wishes to appeal the decision of the City Commission or Fiscal Court an appeal must be filed with the Henderson County Circuit Court within 30 days of final action.

**ELECTED OFFICIALS**

**PLANNING COMMISSION MEMBERS**

<p><b><u>FOR FURTHER INFORMATION CONTACT:</u></b></p> <p>BRIAN BISHOP, EXECUTIVE DIRECTOR 270-831-1289</p> <p>CLAUDIA WAYNE, ASST. DIRECTOR, 270-831-1289</p> <p>RANDY TASA, COUNTY CODE ADMINISTRATOR, 270-826-8843</p> <p>JOHN STROUD, CITY CODE 270-831-1277</p>	<p><b>STEVE AUSTIN, MAYOR</b></p> <p><u>COMMISSIONERS</u></p> <p>ROBBY MILLS</p> <p>JAN HITE</p> <p>JESSE JOHNSTON</p> <p>X.R. ROYSTER</p>	<p><b>Brad Schneider, County Judge</b></p> <p><b>Steve Gold, County Attorney</b></p> <p><u>MAGISTRATES CHARLES</u></p> <p>ALEXANDER CARTER</p> <p>WILKERSON BRUCE</p> <p>TODD</p> <p>GEORGE WARREN</p> <p>BUTCH PUTTMAN</p>	<p>HERB MCKEE, CHAIRMAN</p> <p>DAVID WILLIAMS, VICE-CHAIR</p> <p>BOBBIE JARRETT, TREASURER</p> <p>MAC ARNOLD</p> <p>DICKIE JOHNSON</p> <p>GARY GIBSON</p> <p>RODNEY THOMAS</p> <p>KEVIN RICHARD</p> <p>KEVIN HERRON</p> <p>DAVID DIXON</p> <p>HERB PRITCHETT</p> <p>GRAY HODGE</p>

## **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.

**HENDERSON CITY-COUNTY PLANNING COMMISSION**  
**REZONING APPLICATION**

**PLEASE PRINT**



**Planning the Future**

*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 (s):** \_\_\_\_\_  
\_\_\_\_\_

**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 the Future**

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:**

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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.**

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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).

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**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.
  
- 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)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **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.



**MASTER PLAN APPLICATION# \_\_\_\_\_ (FOR STAFF USE)**

A fee of **\$16.00** is required for recording of the Certificate of Land Use Restriction.

**PLANNING COMMISSION  
HENDERSON AND HENDERSON COUNTY  
KENTUCKY**

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DATE \_\_\_\_\_ RECEIPT# \_\_\_\_\_ **(FOR STAFF USE ONLY)**

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 \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

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**(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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PRELIMINARY SUBDIVISION

## **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.

CHECKLIST FOR MAJOR SUBDIVISION PRELIMINARY PLATS

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:
  - 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

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

- 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
  - 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

**APPLICATION FOR SUBDIVISION APPROVAL  
HENDERSON CITY-COUNTY PLANNING COMMISSION**

DATE \_\_\_\_\_ APPLICATION NO. \_\_\_\_\_ (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 \_\_\_\_\_

-----  
**FOR STAFF USE ONLY**

DATE RECEIVED \_\_\_\_\_

PLAT FEE \$ \_\_\_\_\_ RECORDING FEE \$ \_\_\_\_\_

CLERKS SIGNATURE \_\_\_\_\_

PLANNING COMMISSION ACTION AND DATE \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECORDED \_\_\_\_\_

REVISED 11-10-04

# FINAL SUBDIVISION

## **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 Engineering Department and Water Utilities Engineer 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.

**CHECKLIST FOR MAJOR SUBDIVISION FINAL PLATS**

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 \$20.00 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
  - \_\_\_\_\_ 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

**APPLICATION FOR SUBDIVISION APPROVAL  
HENDERSON CITY-COUNTY PLANNING COMMISSION**

DATE \_\_\_\_\_ APPLICATION NO. \_\_\_\_\_ (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 \_\_\_\_\_

-----  
**FOR STAFF USE ONLY**

DATE RECEIVED \_\_\_\_\_

PLAT FEE \$ \_\_\_\_\_ RECORDING FEE \$ \_\_\_\_\_

CLERKS SIGNATURE \_\_\_\_\_

PLANNING COMMISSION ACTION AND DATE \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECORDED \_\_\_\_\_

REVISED 11-10-04

# MINOR SUBDIVISION



## **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, CODES, ENGINEERING AND ELECTRIC UTILITY.
- ❖ SURVEYOR IS CONTACTED FOR REVISIONS OR ADDITIONAL INFORMATION.
- ❖ AFTER SURVEYOR MAKES REVISIONS AND RESUBMITS, THE PLAT IS REVIEWED BY PLANNING STAFF, SIGNED BY EXECUTIVE DIRECTOR AND RECORDED AT OFFICE OR 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.

\*MINOR SUBDIVISIONS IN SPECIAL FLOOD HAZARD AREAS MUST GO TO PLANNING COMMISSION MEETING FOR A PUBLIC HEARING IN ACCORDANCE WITH THE FLOOD DAMAGE PREVENTION ORDINANCE. AGRICULTURAL DIVISIONS GO TO PLANNING COMMISSION UNDER NON-PUBLIC HEARING ITEMS FOR APPROVAL.

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**

**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

**APPLICATION FOR SUBDIVISION APPROVAL  
HENDERSON CITY-COUNTY PLANNING COMMISSION**

DATE \_\_\_\_\_ APPLICATION NO. \_\_\_\_\_ (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 \_\_\_\_\_

-----  
**FOR STAFF USE ONLY**

DATE RECEIVED \_\_\_\_\_

PLAT FEE \$ \_\_\_\_\_ RECORDING FEE \$ \_\_\_\_\_

CLERKS SIGNATURE \_\_\_\_\_

PLANNING COMMISSION ACTION AND DATE \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECORDED \_\_\_\_\_

REVISED 11-10-04

# SITE PLAN

## **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 Codes Administrator to be reviewed by Site Plan Committee (meet every week). The site plan committee consists of Codes Administrator, Engineer, Engineering Assistant, Planning Director, Associate Director and Engineer from Water Utilities.

**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.

INSERT AN EXAMPLE  
OF A SITE PLAN

# SITE PLAN REVIEW

## COMMERCIAL AND INDUSTRIAL

Applicant: \_\_\_\_\_ Use: Permitted \_\_\_\_\_  
Conditional: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Address of Proposed Building: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

### SITE PLAN:

- \_\_\_\_\_ (A) Drawn to scale
- \_\_\_\_\_ (B) Dimension and area of lot agree with record plat
- \_\_\_\_\_ (C) Dimension of all existing and proposed structures
- \_\_\_\_\_ (D) Setbacks
- \_\_\_\_\_ (E) Proposed building out of easements
- \_\_\_\_\_ (F) Accesses dimensioned and in accordance with Access Standard Manual  
Internal traffic flow \_\_\_\_\_
- \_\_\_\_\_ (G) Encroachment permit approved by City: \_\_\_\_\_  
County: \_\_\_\_\_  
State: \_\_\_\_\_
- \_\_\_\_\_ (H) Drainage plan approved by appropriate authority
- \_\_\_\_\_ (I) Zoning-use consistent with zoning and/or development plan
- \_\_\_\_\_ (J) Flood area \_\_\_\_\_
- \_\_\_\_\_ (K) Screening required
- \_\_\_\_\_ (L) Dimension and location of parking spaces and (location of parking  
barriers) (10" setback from residential)
- \_\_\_\_\_ (M) Dimension and location of loading spaces required
- \_\_\_\_\_ (N) Water supply \_\_\_\_\_
- \_\_\_\_\_ (O) Sewer system: Public \_\_\_\_\_  
Individual \_\_\_\_\_  
Health Dept. Approval \_\_\_\_\_
- \_\_\_\_\_ (P) Vicinity Map
- \_\_\_\_\_ (Q) Site triangle
- \_\_\_\_\_ (R) Emergency turn around
- \_\_\_\_\_ (S) Erosion control Plan
- \_\_\_\_\_ (T) Fire Lane approval by Fire Department

# COUNTY SITE PLAN REVIEW- RESIDENTIAL

Applicant: \_\_\_\_\_ Use: Permitted \_\_\_\_\_  
Conditional: \_\_\_\_\_  
Conditions Met: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Address of site: \_\_\_\_\_

## SITE PLAN:

- \_\_\_\_\_ (A) Drawn to scale
- \_\_\_\_\_ (B) Dimension and area of lot agree with record plat
- \_\_\_\_\_ (C) Setbacks
- \_\_\_\_\_ (D) Dimension of all existing and proposed structures and distance to lot line
- \_\_\_\_\_ (E) Record easements (All proposed buildings out of easements)
- \_\_\_\_\_ (F) Access approved by: County \_\_\_\_\_  
State \_\_\_\_\_
- \_\_\_\_\_ (G) Zoning
- \_\_\_\_\_ (H) Flood Area
- \_\_\_\_\_ (I) Screening
- \_\_\_\_\_ (J) Parking spaces
- \_\_\_\_\_ (K) Water supply
- \_\_\_\_\_ (L) Sewer system  
Approved by State
- \_\_\_\_\_ (M) Drainage approved by County Engineer

Revised 11-10-04



# **BONDING**

## **BONDING (ASSURANCE FOR IMPROVEMENTS)**

- ❖ Assurance may be in the form of bonds, 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 assurance 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.

# PLAT DISTRIBUTION SYSTEM

## COORDINATION WITH VARIOUS DEPARTMENTS AND AGENCIES

### PLAT DISTRIBUTION SYSTEM

CP = CONSTRUCTION PLANS

**PRELIMINARY PLATS, MASTER PLANS, DEVELOPMENT PLANS AND SITE PLANS PRIOR TO LAND DEVELOPMENT COMMITTEE MEETING ARE SENT TO THE FOLLOWING WHEN APPLICABLE:**

<u>CITY</u>	<u>COUNTY</u>
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 DEPT (IF APPLICABLE)+ CP	HWY DEPT (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 DEPT + CP	GAS SERVICE PROVIDER + CP
CABLE TV SERVICE PROVIDER	HEALTH DEPT
HEALTH DEPT (MOBILE HOME PKS)	EMERGENCY SERVICES (IF NEW STS)
EMERGENCY SERVICES-911 (IF NEW STS)	MPO+ CP
MPO + CP	
CUSTOMER SERVICE	

**PRELIMINARY PLATS, MASTER PLANS, DEVELOPMENT PLANS AND SITE PLANS AFTER PLANNING COMMISSION APPROVAL ARE SENT TO THE FOLLOWING IF APPLICABLE:**

PLANNING OFFICE + CP (3 SETS)	PLANNING OFFICE + CP (3 SETS)
PUBLIC SERVICE OFFICE + CP	COUNTY ENGINEER + CP
FIRE DEPARTMENT	CODE DEPARTMENT
CODE DEPARTMENT	HIGHWAY DEPT + CP
HIGHWAY DEPARTMENT + 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 DEPT + CP	OWNER/DEVELOPER
HEALTH DEPARTMENT (MOBILE HOME PKS)	
OWNER DEVELOPER	

**FINAL PLATS**

**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:**

PLANNING OFFICE (KEEPS 3)  
PUBLIC SERVICES  
FIRE DEPARTMENT  
CODE DEPARTMENT  
ELECTRIC SERVICE PROVIDER  
HENDERSON WATER UTILITIES  
BELL SOUTH  
HENDERSON GAS DEPARTMENT  
HENDERSON CO. BOARD OF EDUCATION  
POST OFFICE  
PVA OFFICE  
EMERGENCY SERVICES  
CUSTOMER SERVICE  
OWNER/DEVELOPER

PLANNING OFFICE (KEEPS 3)  
COUNTY ENGINEER  
CODE DEPARTMENT  
ELECTRIC SERVICE PROVIDER  
WATER SERVICE PROVIDER  
BELL SOUTH  
GAS SERVICE PROVIDER  
HENDERSON CO. BOARD OF ED.  
POST OFFICE  
PVA OFFICE  
HEALTH DEPARTMENT  
EMERGENCY SERVICES  
OWNER/DEVELOPER

# FEE SCHEDULE

**HENDERSON-HENDERSON COUNTY PLANNING COMMISSION**

**FILING FEES – PLANNING COMMISSION (Effective 01/01/2013)**

<b>ZONING MAP AMENDMENT APPLICATION</b>	\$200.00
<b>DEVELOPMENT PLAN</b> REVISION TO DEVELOPMENT PLAN LAND USE RESTRICTION RECORDING FEE (ORIGINAL DEVELOPMENT PLAN ONLY)	\$ 50.00 35.00 16.00
<b>MASTER PLAN</b> LAND USE RESTRICTION RECORDING FEE (ORIGINAL MASTER PLAN ONLY)	----- \$16.00
<b>MAJOR SUBDIVISION PRELIMINARY PLAT</b> REVISED PRELIMINARY PLAT – SAME  LAND USE RESTRICTION RECORDING FEE (ORIGINAL PRELIMINARY PLAT ONLY)	\$100.00 Plus \$1 Per Lot  16.00
<b>MAJOR SUBDIVISION FINAL PLAT</b> REVISED FINAL PLAT – SAME STREET NAME SIGNS REGULATORY SIGNS (Traffic control signs, stop, speed limit, etc.) STREET INSPECTIONS FEES  FINAL PLAT RECORDING FEE	\$ 50.00  \$100.00 Each \$150.00 Each \$1 Per Lineal Ft.  20.00
<b>SITE PLAN</b>	\$50.00
<b>MINOR SUBDIVISION PLAT</b>  MINOR SUBDIVISION PLAT RECORDING FEE	\$50.00 Plus \$1 Per Lot  \$20.00
<b>AGRICULTURAL DIVISION</b> RECORDING FEE	\$10.00 20.00
<b>VARIANCE FROM ACCESS STANDARDS MANUAL</b> LAND USE RESTRICTION RECORDING FEE	\$50.00  16.00

LAND USE RESTRICTION FEES AND PLAT RECORDING FEES ARE REFUNDED IF REQUEST IS DENIED OR WITHDRAWN

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**

<b>CONDITIONAL USE PERMIT</b> LAND USE RESTRICTION RECORDING FEE	\$ 40.00 16.00
<b>VARIANCE FROM ZONING REGULATIONS</b> LAND USE RESTRICTION RECORDING FEE	\$ 40.00 16.00
<b>APPEAL ZONING ADMINISTRATORS INTERPRETATION</b> LAND USE RESTRICTION RECORDING FEE	\$ 40.00 16.00

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.

