

## ARTICLE IV

### MAJOR PLAT REQUIREMENTS

#### **400            Pre-Application**

A Conceptual Plat should be presented by the subdivider at their initial meeting with the Planning Commission Staff for discussion and advice. The Conceptual Plat should show or be accompanied by the following: general location, boundaries of the tract, rough street and lot layout, and other information concerning pertinent physical features, availability of utilities, existing zoning, recreational areas and an estimated time schedule of development.

#### **410            Preliminary Plat**

##### **A.            General**

The Preliminary Plat shall be submitted by the subdivider on durable paper and shall be clear and legible. The scale shall be not smaller than one (1) inch equals one hundred (100) feet and the size of sheets shall be 18 x 24 inches, or 24 x 36 inches, depending upon the size of the subdivision, including a one inch margin for binding along the left edge.

##### **B.            Required Information**

The Preliminary Plat shall show or be accompanied by the following information:

1.            Title block containing the type of subdivision plat, the name of the subdivision; the mailing address of the property being subdivided; the owner's name and mailing address; the land surveyor and mailing address; the written scale; date of preparation; and any other appropriate information.
2.            Vicinity Map at a scale of not greater than four hundred (400) feet to the inch indicating the location of the property with respect to the surrounding property and streets. The map shall show all streets within five hundred (500) feet of the subdivision, and be oriented the same as the plat.
3.            North arrow, scale, and date.
4.            The names of all property owners abutting the boundaries of the subdivision as their names appear on the tax records.
5.            The proposed name of the subdivision, which shall not duplicate or closely approximate the name of any other subdivision in the County or City.
6.            The name and address of the owner or owners of the land to be subdivided, and the name and address of the subdivider, if other than owner.
7.            The name and address of the registered engineer, land surveyor, architect, or planner responsible for the preparation of the plat.
8.            Zoning classification on the tract and adjoining properties and any proposed changes from existing zoning.
9.            Easements, existing and proposed, on or abutting the property being platted shall be shown, labeled, and dimensioned as to its purpose. Front yard setback building lines shall also be shown.
10.          Streets which adjoin the property being platted shall be shown and its right-of-way width indicated. A cross-section or plan view section shall be provided indicating the extent of existing or proposed

paving, sidewalks, or other construction within the street right-of-way. Where the existing right-of-way is not sufficient width to be in compliance with city and/or county plans or regulations, an easement of sufficient width to comply with such plans and regulations shall be dedicated to public use for roadway purposes.

11. Copies of proposed deed restrictions, if any.
12. Computation of total area of the subdivision. The approximate area of each lot to the nearest square foot or of each tract to the nearest tenth of an acre shall be shown.

#### Site Data

13. Subdivision boundaries with bearings and distances (include entire area proposed to be subdivided and remainder of the tract in the same ownership); all existing easements, railroad and utility rights-of-way and the purpose for which such easements and rights-of-way have been established; parks and other public open spaces.
14. All existing pertinent features either natural or man made that may influence the design of the subdivision, such as water courses, tree groves, swamps, rock outcrops, outstanding natural topographic features, power transmission towers, scenic or historic areas, existing buildings, sewers, water mains, culverts, utility lines, and fire hydrants. Where underground utilities exist within or adjacent to the tract the approximate location, pipe size, and direction of slope shall be indicated.
15. Existing topography, normally with five (5) foot contour intervals. Where the subdivision is proposed in the Conservation Districts, contour intervals of two (2) feet are required. Contour lines shall be shown one hundred (100) feet beyond the subdivision boundary at ten (10) foot intervals.
16. Location, widths, and names of all existing improved streets or alleys on or within five hundred (500) feet of the subdivision. Recorded but unimproved streets should be shown with dashed lines.
17. If individual wells and/or septic tanks are proposed, show sub-surface conditions on the proposed subdivision, including location and results of tests made to ascertain surface soil, rock, and ground water conditions. Show location and results of site evaluation in accordance with the specifications of the State and County Department of Health. Due regard shall be given to the effects of cut and fill which may make such data obsolete. Anticipated areas of cut and fill shall be noted upon the Preliminary Plat.
18. The limits of the one hundred (100) year flood plain with a reference to the appropriate Flood Insurance Rate Map (F.I.R.M.)

#### Proposed Design and Improvements

19. The layout of all proposed and existing lots with approximate dimensions and area in square feet for each lot; proposed uses of property and proposed front yard setback or other setback lines. Also, when known, the location of each building and the first floor elevation and the proposed location and grade of each driveway.
20. The locations, width, grades and names of proposed streets and alleys. Approximate elevations at the centerline of the street shall be shown at the beginning and end of each street, and at street intersections.
21. The cross section of each new street, from one right-of-way line to the other at a scale of ten (10) feet

or less to the inch, showing the width and type of pavement, the size and type of gutters, the location and width of sidewalks and the location of existing utility lines.

22. Location of existing monuments and proposed new monuments with the overall subdivision tied to at least two (2) Woodford County Geodetic Monuments whose coordinate values have been determined.
23. The approximate location, dimensions, and area of all property proposed to be dedicated or temporarily reserved for public use, or to be reserved by a blanket covenant for use of all property owners in the subdivision and conditions for such conveyance or reservation. Also, the location, dimensions, area, and purposes of any proposed easements.
24. Proposed public improvements, parks, streets, or other major improvements shown on the Comprehensive Plan for future construction on or near the proposed subdivision.
25. Proposed provision of water supply, fire protection, disposal of sanitary waste, storm water drainage, street trees, street lighting fixtures, street signs and sidewalks, and other proposed improvements. The providing agency must verify in writing that their corresponding utility or service is available and adequate for the proposed subdivision.
26. Connections with existing water supply, or alternative means of supply giving location and size of mains. If connections to an existing system cannot be accomplished, an interim communal water supply system shall be shown and its feasibility described, unless individual water supply systems are being considered.
27. Proposed drainage system with typical cross sections of all proposed drainage facilities including underground drains, culvert head walls, ditch lines and necessary easements. Also, the location, size and invert elevation of storm sewers and appurtenances thereto.
28. Connections with existing sanitary sewer system or alternative means of sewage treatment and disposal and location.
29. The location of existing gas lines, fire hydrants, electric and telephone poles and street lights and the recommended future locations of these services.
30. An overlay of the Preliminary Plat or a separate map showing the proposed location of trees and groves to be retained. This shall be required only on all subdivisions involving ten (10) lots or more.
31. When the Preliminary Plat covers only a part of the owner's entire adjacent holdings, a scaled drawing with topography of the prospective future street system of the entire adjacent holding shall be submitted if required by the Planning Commission.

C. **Certifications (Amended August 10, 2006)**

All preliminary subdivision plats shall have the following certifications placed on the plan and shall be properly signed:

1. Owner's Certification - Shall be as follows: "(I or We) do hereby certify that (I am or We are) the only (owner or owners) of record of the property platted hereon, said property being recorded in (Deed Book or Plat Cabinet)\_\_\_\_, (Page or Slide)\_\_\_\_, in the Woodford County Clerk's Office; and do hereby adopt this as (my or our) preliminary plat for this property." (Witness signature, address, & date) (Owner's signature, address, & date).
2. Preparer's (registered engineer, land surveyor, architect, landscape architect, or planner)

Certification - Shall be as follows: "I do hereby certify that this preliminary plat was prepared under my direction and that, to the best of my knowledge and belief, it complies with the Versailles-Midway-Woodford County Subdivision Regulations." (Preparer's signature address, seal, and date).

3. Planning Commission's Certification - Shall be as follows: "I do hereby certify that this preliminary plat has met the requirements of the Versailles-Midway-Woodford County Planning Commission, with any waivers noted." (Planning Commission Chairman's signature and date)
4. "I do hereby certify that individual site evaluations and/or existing systems inspections have been performed and preliminarily approved for each lot shown hereon."

**420**            **Final Plat**

A.            General

The Final Plat shall be legibly drawn in black waterproof ink on a reproducible mylar and a suitable electronic (digital) format as determined by the Planning Commission staff. The scale shall not be smaller than one inch equals one hundred (100) feet and the size of the sheet shall be 17 x 22 inches, including a one (1) inch margin for binding along the left edge. When more than one sheet is required, an index sheet of the same size shall be submitted showing the entire subdivision drawn to scale.

B.            Required Information

1. Title Block containing the type of major subdivision; the name of the subdivision and unit if only a portion of an overall plan; the mailing address of the property being subdivided; the owner's name and mailing address; the land surveyor and mailing address; the written scale; date of preparation; and any other appropriate information.
2. Vicinity Map at a scale not greater than four hundred (400) feet to the inch indicating the location of the property with respect to the surrounding property and streets. The maps shall show all streets within five hundred (500) feet of the subdivision, and be oriented same as the plat.
3. North Arrow.
4. Subdivision boundaries with bearings and distances with the boundary being shown as a bold solid line. Any parcel being created shall be field surveyed. The area of each lot to the nearest square foot or of each tract to the nearest tenth of an acre shall be shown. Other boundaries shown on the plan, and boundaries of properties which are the subject of a minor amendment, shall be labeled with bearings and distances but the surveyor shall not be required to attest to their accuracy. All adjoining properties shall have their intersections with the parcel being platted shown in dashed lines.
5. The names of all property owners abutting the boundaries of the subdivision as their names appear on the tax records. If a platted subdivision, the name of the subdivision is adequate.
6. Zoning classification of the subdivision as well as that of the surrounding properties.
7. Easements, existing and proposed, on or abutting the property being platted shall be shown, labeled, and dimensioned as to its purpose. Front yard setback building lines shall also be shown.
8. Streets which adjoin the property being platted shall be shown and its right-of-way width indicated. A cross section or plan view section shall be provided indicating the extent of existing or proposed

paving, sidewalks, or other construction within the street right-of-way. Where the existing right-of-way is not sufficient width to be in compliance with city and/or county plans or regulations, an easement of sufficient width to comply with such plans and regulations shall be dedicated to public use for roadway purposes.

9. Accurate outlines with bearings and distances of any areas to be reserved for common use by the residents of the subdivision or for the general public with the purposes indicated thereon.
  10. Site statistics, including but not limited to the following shall be shown: Total Gross Area, Total Net Area, Area in the Right of Way, Area in Lots, Number of Lots, Density of lots per gross acre and lots per net acre, existing zone, length of each street.
  11. Seal and signature of the Land Surveyor responsible for the plat.
  12. Lot numbers and blocks.
  13. Street names and numbers, approved by the E-911 Coordinator in the title block and on the face of each lot.
  14. Retention/detention maintenance note (if needed).
  15. All lot corners must be monumented.
  16. Identify and note any lots with minimum floor elevations.
  17. Show and label a benchmark tied to Woodford County Vertical Geodetic datum.
  18. Show note: There shall be no intrusion within the right-of-way without an encroachment permit.
  19. Show note: All driveways are to cut the curb and to be flush with the gutter line.
  20. Show a Purpose of Plat note.
- C. Certifications: All subdivision plats shall have the following certifications placed on the plan and shall be properly signed:
1. Owner's Certification - Shall be as follows: "(I or We) do hereby certify that (I am or We are) the only (owner or owners) of record of the property platted hereon, said property being recorded in (Deed Book or Plat Cabinet)\_\_\_\_\_, (Page or Slide)\_\_\_\_\_, in the Woodford County Clerk's Office; and do hereby adopt this as (my or our) record plat for this property. • (Witness signature, address, & date) (Owners signature, address, & date)
  2. Land Surveyor's Certification - Shall be as follows: "I do hereby certify that this record plat was prepared under my direction and that, to the best of my knowledge and belief, the boundaries of the property being transferred are true and accurate and that all monuments shown hereon actually exist, and that their location, size, and material are correctly shown." (Date, Land Surveyor signature address, and seal)
  3. Planning Commission's Certification - Shall be as follows: "I do hereby certify that this record plat has met the requirements of the Versailles-Midway-Woodford County Planning Commission, and is now eligible for recording in the Woodford County Clerk's Office." (Date and Planning Commission Chairman signature)

4. Recorder's Certification - A blank space also shall be left for the recording stamp of the County Clerk's office.
5. County or City Engineer's Certification - "I do hereby certify that all public improvements required have been inspected and found to be installed, and "As-built" construction drawings received, and all are in conformance with the requirements of the Planning Commission and its Subdivision Regulations. I further certify that a Certificate of Deposit or Irrevocable Letter of Credit will be posted for the designated final improvements."
6. Board of Health Certification (if public sewers are not available) - "I do hereby certify that individual site evaluations and/or existing systems inspections have been performed and preliminarily approved for each lot shown hereon."

D. The Final Plat shall be accompanied by:

1. Profiles and cross sections of all streets, drawn to a scale approved by the Planning Commission, as built.
2. Plans and cross sections of all street pavements, and when required, walks, curbs, and gutters, and the location, size, and elevations, when appropriate, of all underground utilities, including water, sanitary and storm sewers, and gas, as built.
3. A written offer of dedication of streets and other public property including an estimate for final surface course of blacktop, sidewalks, street trees and clean up only.
4. Copies of protective covenants form for recording, including covenants governing the maintenance of unceded public spaces or reservations.
5. Such other certificates, affidavits, endorsements, or other agreements as may be required by the Planning Commission in the enforcement of these regulations.
6. A certificate by the County or City Engineer as appropriate certifying that the subdivider has installed all improvements in accord with the requirements of these regulations and with the action of the Planning Commission giving conditional approval of the Preliminary Plat, or, that the subdivider has posted a Certificate of Deposit or Irrevocable Letter of Credit which shall:
  - a. Run to either the City or the County;
  - b. Be in an amount determined by the Planning Commission to be sufficient to complete the improvements and installations in compliance with the Ordinance;
  - c. Be with surety satisfactory to the Planning Commission;
  - d. Specify the time for the completion of the improvements and installations for which they were provided.

**430 Adjustment of Final Plat Requirements**

The Planning Commission may waive the requirements in any individual case where, in the Planning Commission's judgment, such waiver would be in the public interest and would eliminate undue hardship. No waiver shall be granted which will have the effect of nullifying the intent and purpose of these Regulations. In granting any adjustment, the Planning Commission shall attach such conditions as are necessary, in its judgment, to secure substantially the objectives of the standards or requirements so adjusted.