

ARTICLE V

MINOR PLAT REQUIREMENTS

Section 500 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 layout, and other information concerning pertinent physical features, availability of utilities, existing zoning, recreational areas and an estimated time schedule of development.

Section 510 Minor Plat

A. General

The Minor Plat shall be submitted by the subdivider on mylar or other material capable of clear reproduction and the plan shall be clear and legible. The Plat shall also be submitted in a suitable electronic (digital) format as determined by the Planning Commission Staff. The scale shall not be smaller than one (1) 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.

B. Required Information

1. Title Block containing the type of minor subdivision; 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 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 and a graphic scale, and date.
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. The acreage 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. All lot lines with bearings and distances in feet and hundredths.
6. The names of all property owners abutting the boundaries of the subdivision as their names appear on the tax records.
7. Zoning classification of the subdivision as well as that of the surrounding properties.
8. 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.
9. 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.

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. A Purpose of Plat note.
16. Additional Information and Requirements for Minor Plans - the following additional information and requirements shall be applicable to the type of minor subdivision so indicated:
 - a. Consolidation Plans - The parcel to be transferred shall be labeled as Parcel 1; the recipient parcel as Parcel 2; and the remaining portion of the original parcel after consolidation shall be labeled as Parcel 3. The acreage of each parcel shall be shown. A notation shall be added stating "Parcel 1 shall be sold or transferred only to Parcel 2 for consolidation purposes." For multiple consolidations, the developer shall consult with the Planning Commission Staff to determine appropriate parcel labeling and the wording of such consolidation note.
 - b. Minor Amendments to Existing Plans - All minor amended subdivision plans shall contain a note stating the purpose of the amendment. Only such changes as are contained in this note shall be considered as approved. Lotting scheme information shall be as required for the original final plan. Additional requirements specific to each plan type shall be as follows: Easement Minor Amendment - the developer shall be required to submit a written statement from a properly designated representative of any beneficiary of the easement proposed to be modified stating that the beneficiary approves of the addition, release or modification being made.
17. Certifications: All minor subdivision plats shall have the following certifications placed on the plan and shall be properly signed:
 - a. 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).
 - b. 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 monument shown hereon actually exist, and that their location, size, and material are correctly shown." Date, Land Surveyor signature address, and seal).
 - c. 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).

- d. Recorder's Certification - A blank space also shall be left for the recording stamp of the Woodford County Clerk's office.
- e. Board of Health Certification - "I do hereby certify that individual site evaluations and/or existing systems inspections have been performed and preliminarily approved for each lot shown hereon."