

Minor Plat Review

1.5.01 Purpose

The review process set forth in this Part is intended to provide for adequate public review for **SUBDIVISIONS** having few **LOTS** and that do not require dedication of **STREETS** or improvements. In so doing, these regulations ensure that development takes place in an orderly and efficient manner.

1.5.02 When Minor Plat Review Applies

Minor Plat Review shall apply to any **SUBDIVISION**, **RESUBDIVISION**, consolidation or minor amendment of an existing plat, where the following standards, as applicable, are met.

- A. No additional public improvements are required, except utility laterals, sidewalks, fire hydrants or other types of minor improvements necessary to serve the lots being created.
- B. The public **STREET** layout will not be affected except for dedication of additional right-of-way, where required.
- C. The **SUBDIVISION** consists of not over five (5) lots including any remainder that will be retained by the owner(s), or five (5) lots of record if a consolidation plat is proposed to create a lesser number of parcels than the five (5) original lots of record.
- D. The existing tract was lawful under these regulations at the time the property description was recorded.
- E. The existing tract(s) have not been subject of a previously approved preliminary plan for a residential subdivision.
- F. The **SUBDIVISION** is in compliance with the minimum requirements of the applicable zoning regulations and other ordinances and regulations and no substandard tracts, parcels, or **LOTS** will be created.
- G. All **LOTS** must be serviceable by existing water and sewer lines, or on-site disposal systems as may be approved by the Woodford County Department of Health.
- H. Adequate provision will be made for access to a public roadway. If a private **STREET** is to be used for access, provisions for maintenance

acceptable to the **PLANNING COMMISSION** will be placed on applicable recorded documents.

- I. Minor revisions to an existing plat needed to make technical revisions to a Record Plat of an engineering or drafting nature or similar small discrepancy, but not including the altering of any property lines or public improvement requirements
- J. Revisions to a Record Plat for the purpose of release or modification of existing utilities and drainage easements and the addition of new utility and drainage easements.

The **SUBDIVIDER** shall file a formal application for Plat Review on a form supplied by the **PLANNING DIRECTOR** and shall submit therewith a Minor Plat prepared in conformance with the requirements of this Part. No application shall be accepted for review unless it is complete and accompanied by the appropriate review fee. The **PLANNING DIRECTOR** may require submission of information, material and documents beyond that required in this Part as necessary to determine compliance with these regulations.

**1.5.03
Submittal of
the Application**

Upon receipt and acceptance of the application, the **PLANNING DIRECTOR** shall submit copies to interested public agencies and utility companies and request that a written report or approval on the plan be provided by each such agency or company. Notice of the proposed subdivision and date of the **TECHNICAL REVIEW COMMITTEE** (TRC) meeting shall be provided to adjoining property owners of the proposed **SUBDIVISION**.

**1.5.04
The Review
Process**

Staff Review - The staff of the Planning Commission shall review the plan and shall consult with the affected cities, public agencies and utility company to resolve any problems raised by the proposed subdivision. The staff should then report its recommendations, as well as the reports of other agencies and companies, to the **SUBDIVIDER** and adjoining property owners at the TRC meeting.

Administrative Approval - The **PLANNING DIRECTOR** or a staff member authorized by the **PLANNING COMMISSION** may take Planning Commission action if the plan or revision complies with the applicable provisions of these regulations. Such action shall not be taken until the expiration of the seven (7) day petition period provided for in this Part. No staff member shall be required to approve any delegated item if they have reason to question its accuracy, or its compliance with any applicable regulations or conditions. Items that are not appropriate for

administrative approval shall be submitted to the **TECHNICAL REVIEW COMMITTEE** in accordance with the provisions of this Part.

- A. Applicants or other affected parties seeking **PLANNING COMMISSION** review of an action of the **PLANNING DIRECTOR** or **TECHNICAL REVIEW COMMITTEE** may request such on forms supplied by the **PLANNING DIRECTOR**. Requests for review must be submitted within seven (7) calendar days of the **PLANNING DIRECTOR'S** proposed action or the TRC meeting at which the application is considered for approval. The request shall set out the item(s) for which the applicant or other affected party is seeking Planning Commission review. The request will be considered for review at the first Planning Commission meeting following receipt of the request, or at a subsequent meeting if so requested by the applicant. Planning Commission action, along with the reasons therefore, shall be communicated in writing to the applicant. Final action on the Minor Plat application shall be taken in accordance with these regulations.
- B. Any preliminary subdivision plan or minor plat submitted to the Planning Commission in satisfaction of the requirement for a Development Plan submittal for a zoning map amendment shall be subject to the requirement for a public hearing as well as all other Planning Commission requirements for consideration of a Development Plan and zoning map amendment.
- C. Planning Commission review of TRC recommendations should address specific items of the Minor Plat proposal that:
1. do not receive a consensus recommendation through the TRC process;
 2. are set out in a request for review by the applicant;
 3. are set out in a request for review by other affected parties; or
 4. are requested as waivers from current regulations.

The proposed minor subdivision plan shall be reviewed and action taken within ninety (90) days of receipt of a complete application, and the Minor Plat, unless this time limit is waived, in writing, by the applicant.

**1.5.05
Conditions of
Approval**

When an application for Minor Plat Review is approved, appropriate conditions and safeguards may be prescribed in conformity with the intent and provisions of this Chapter. Violation of such conditions and safeguards, when made a part of the terms under which the **MINOR**

PLAT is approved, shall be deemed a violation of these regulations, subject to enforcement under the provisions established.

Approval of the **MINOR PLAT** shall give the applicant authority to submit **CONSTRUCTION PLANS** to the applicable **ENGINEERING OFFICIAL** and other appropriate agencies. All Construction Plans submitted on the basis of an approved **MINOR PLAT** must conform to such **MINOR PLAT** and any conditions that may have been approved with it. However, the applicable **ENGINEERING OFFICIAL** may authorize minor modifications and adjustments during **CONSTRUCTION PLAN** review without requiring additional review. Approval shall authorize recording of the Plat and constitute the acceptance of any land or improvements proposed to be dedicated.

**1.5.06
Effect of Plat
Approval**

If the **MINOR PLAT** is not recorded within one (1) year of the approval date, the applicant may request a one (1) year extension of the expiration date. Only one (1) extension may be granted for the plat. The applicant shall submit a written request for extension to the **PLANNING DIRECTOR**, who may grant such requests if it is determined that circumstances or hardship justify such request.

**1.5.07
Expiration of
Minor Plat
Approval,
Extensions**

A decision by the Planning Director may be reviewed by the **PLANNING COMMISSION**. If the Planning Commission upholds the decision made by the Planning Director, it may be reviewed by the Circuit Court of Woodford County. A petition for review shall specify the grounds upon which the petition alleges the illegality of the Commission's action. Such petition must be filed in the Circuit Court of Woodford County within thirty (30) days after the date of such decision.

**1.5.08
Appeal of
Planning Director
and Planning
Commission
Decision**

The following information shall be provided in graphic or written form, as necessary to satisfy the requirements. The **PLANNING DIRECTOR** shall be authorized to waive these informational requirements where deemed appropriate.

**1.5.09
Minor Plat
Submittal
Requirements**

- A. All information requirements contained in 1.04.10 as applicable.
- B. Boundaries of property being subdivided and of all resulting lots showing all bearings or interior angles and distances as determined by an accurate survey in the field. All bearings and distances on the perimeter of the entire site shall follow in order. All resulting lots shall bear a tract or lot enumeration.
- C. The location and description of all permanent monuments set at all points of change in direction of all boundary lines of all lots.

Monuments shown shall be interconnected and dimensioned so that any registered land surveyor can lay out the lots in the minor subdivision correctly by referring to the plat alone without any additional information.

- D. The plat shall include a certificate of ownership and dedication, a land surveyor's certificate, County Engineer certificate, a zoning conformance certificate, certificates reserving easements for utilities if applicable, signature lines for approval for the Owner, Surveyor, Planning Commission and Health Department, and a recorder's certificate reserved for the County Clerk. The **PLANNING DIRECTOR** and the Commission's legal counsel shall determine the form and content of all certificates. The land surveyor's signature and seal on the plat shall apply to all certificates and/or statements on the face of the plat.
- E. For Minor Plats of Consolidation 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 and/or square footage of each parcel shall be shown. A notation shall be added, "Parcel 1 shall be sold or transferred only to Parcel 2 for consolidation purposes". For multiple consolidations, the developer shall consult with the **PLANNING DIRECTOR** to determine appropriate parcel labeling and the wording of consolidation note(s).
- F. For Minor Amendments to Existing Plats/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 follow: 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.

VERSAILLES, MIDWAY AND WOODFORD COUNTY
NEW URBAN SUBDIVISION AND SITE PLAN
REGULATIONS