

401.3 DEVELOPMENT PLAN REQUIREMENTS

1. As referenced in KRS 100.203 (2), the Planning Commission may require a development plan in conjunction with a proposal to amend the Official Zoning Map. The development plan must be approved before the proposal to amend the Official Zoning Map will be acted upon. Where agreed upon, this development plan shall be followed. A development plan is required also for all multi-family residential, commercial, and industrial development projects.
2. An application shall be submitted as part of any development plan, and shall be made on a form provided by the Codes Administrator. The application shall contain the following information:
 - a) Name, address, and telephone number of the owner of all land within the building site (and developer, if different from owner);
 - b) If the developer is not the owner, a notarized affidavit signed by the owner shall be submitted stating that the owner authorizes the developer to act on his behalf, and that the owner agrees to abide by any restriction or condition placed on the development plan;
 - c) A legal description of the entire area to be developed;
 - d) Copies of any documents pertinent to the development of the property, including deed restrictive covenants, easements, or encroachment permits;
 - e) A brief concise description of the proposed usage of the property, including the anticipated number of employees or families, types of products produced or sold, services rendered, or any other related activities.
3. The Planning Commission may require the following information to be shown on a development plan drawn to scale and bearing the seal and signature of an architect, engineer, or land surveyor (as appropriate) bearing the seal of the Commonwealth of Kentucky.
 - a) The boundary lines of the building sites and all lots or parcels which comprise the building site;
 - b) The area of the building site in square footage or acreage;
 - c) The type, location, and size of all utility and right-of-way easements which shall be labeled as existing or proposed;
 - d) The deed book or plat cabinet reference numbers for all deeds or easements together with a copy of the deed;
 - e) All existing and proposed final contours with benchmarks and the source of the contours.
 - f) All existing natural features such as trees, sinkholes, streams, creeks, or other bodies of water
 - g) The sizes and locations of all proposed or existing site improvements, including but not limited to:
 - Off-street parking and loading areas
 - Buffer strips and open spaces
 - Service roads, fire lanes, and sidewalks

Vehicle entrance and access locations and dimensions
Paved areas and curb cuts
Fire hydrants and Fire Department connections
Landscaping
Guardrails, fences, or hedges
Signs
Exterior lighting
Electric, water, and gas meters
Trash collection areas
Sidewalks, pedestrian ways, bikeways, and trails

** The Planning Commission may require such other on or off-site improvements which in its discretion are appropriate to promote the purposes in Section 202 and 400 of this Land Development Ordinance.*

- h) Provisions for drainage of all surface water and soil erosion controls.
- i) All existing and proposed buildings and other structures, and their proposed uses.

4. Development Plan Review Procedures:

Review - Upon receipt of a development plan prepared in accordance with the provisions above, the appropriate Codes Administrator shall immediately forward copies to the appropriate City officials and the Technical Advisory Committee which shall review the development plan for compliance with any applicable codes, ordinances, or standards.

All development plans shall include but are not limited to the items found in the “Codes Administrator’s Review Items” and “Development Plan Land Surveyor’s Review” found in Appendix G.

5. Recommendation

The reviewing agencies shall review the plan for compliance with the standard, codes, or ordinances which they are responsible for administering, and report to the Planning Commission within the time frame recommendations provided for in the Department of Codes and Planning calendar.

6. Unless a development plan has been approved, only one (1) principal building may be erected on any lot or parcel of record in a R-3, B-1, B-2, PSF, INS, P-1, I-1, I-2 zone. Temporary structures are permitted during construction only.

7. Upon completion of the development plan requirements for a development and prior to the issuance of a certificate of occupancy, an as-built plan shall be submitted to the Codes office for review and compliance. Any substantive changes shall require the approval of the Planning Commission. An inspection shall be conducted by the Codes department and approval granted prior to certificates of occupancy.