



# Subdivision Plat Application

## Campbell County and Municipal Planning & Zoning Commission

1098 Monmouth Street, Suite 343

Newport, Kentucky 41071

Phone: (859) 292-3880

Fax: (859) 547-1868

www.campbellcountyky.org

**\*ALL BLANKS MUST BE COMPLETELY FILLED OR  
THE APPLICATION WILL NOT BE ACCEPTED\*\*\***

### Section A (to be completed by the applicant)

1. Type of Review:

Preliminary Plat

Final Plat

2. Jurisdiction/Location:

Unincorporated Campbell County

City of Melbourne

City of Crestview

City of Silver Grove

City of Southgate

City of Woodlawn

3. Name of Project \_\_\_\_\_

4. Location of Project \_\_\_\_\_

5. Acreage Under Review \_\_\_\_\_ No. of lots \_\_\_\_\_

6. Current Municipal Zoning Designation of Property \_\_\_\_\_

7. Is the Site Subject to a:

Variance \_\_\_\_\_ If so, Date of Approval? \_\_\_\_\_

Conditional Use Permit \_\_\_\_\_ If so, Date of Approval? \_\_\_\_\_

8. Was the Site Subject to a Zone Change? \_\_\_\_\_ If so, Date of Approval? \_\_\_\_\_

9. Proposed Improvements(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Applicants Name \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Applicant's Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

11. Surveyor's Name \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax number \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

12. Lot Number and Name of Subdivision (if part of a subdivision)  
\_\_\_\_\_

13. Owner of Property \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

14. Height of Proposed Building(s) or Addition \_\_\_\_\_

15. Square Footage of Existing Building(s) \_\_\_\_\_

16. Square Footage of Proposed Building(s) or Addition \_\_\_\_\_

17. Deed Book \_\_\_\_\_ Page No. \_\_\_\_\_ Group No. \_\_\_\_\_

18. I, or we, understand and agree that this application and drawing(s) are being filed in accordance with the Campbell County Subdivision Regulations and that all construction work will be performed in accordance with the Campbell County Subdivision Regulations.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section B (Submission Requirements - to be completed by the applicant)**

1. Preliminary Plat Submission Requirements:

- A. One (1) copy of this Application.
- B. **Thirty (30) days prior to the meeting, twenty (20) PRE-FOLDED copies of the Preliminary Plat, stamped and signed by a Kentucky Licensed Professional Land Surveyor and a Kentucky Licensed Professional Engineer (if necessary)** and meeting all the requirements of Article III and Article IV of the Campbell County Subdivision Regulations shall be submitted.
- C. Fee (s) as per current Campbell County Zoning Fee Schedule.

2. *Final Plat Submission Requirements:*

- A. One (1) copy of this Application.
- B. **Two (2) paper copies and two (2) mylar copies** of the Final Plat, **stamped and signed by a Kentucky Licensed Professional Land Surveyor** and meeting all the requirements of Article V of the Campbell County Subdivision Regulations shall be submitted to this office.
- C. **Two (2) copies** of **As-Built** drawings in accordance with Article III, of the Campbell County Subdivision Regulations.
- D. Where concrete or asphalt streets are being constructed, copies of all Geotechnical testing results shall be submitted.
- E. Fee (s) as per current Campbell County Zoning Fee Schedule.

**Section C (to be completed by the Campbell County Zoning Staff)**

- 1. Date Received \_\_\_\_\_ Fee Received \_\_\_\_\_
- 2. Is this application complete            Yes            No
- 3. Staff Reviewer \_\_\_\_\_ Scheduled Public Hearing Date \_\_\_\_\_
- 5. Staff and Committee Recommendation:
  - Approved
  - Approved (with conditions see #6)
  - Denial (see #7)
- 6. Conditions of approval: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 7. Reasons for Denial: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_