

Grant County Planning Commission

Grant County Courthouse – 101 North Main Street – Room 14

Williamstown, Kentucky 41097

(859) 824 7770 – (859) 824 7796fax – www.grantcopz.com

The following applies to all Subdivision Plats and Site Plans:

- All submissions and fees must be filed with the Planning Commission Office 21 days prior to the Commission's regular meeting.
- 3 copies of all plans shall be submitted along with the application and fee. The Planning Commission Office will forward the application and a copy of the plan to their Engineer for review. Getting any revisions to the Engineer for review prior to the meeting will NOT be the responsibility of the Planning Commission Office; this will be the responsibility of the applicant and or their engineer. The Engineer will contact you with any revisions or questions. If revisions are not received by the Commission's engineer in time for review prior to the meeting the plan will be held until the Commission's next regular meeting.
- It will be the responsibility of the applicant and or their engineer to provide copies of any submitted Preliminary Plat to all applicable utility companies for their review.
- At the regular meeting 15 copies of the revised plan will need to be submitted to the Commission.
- The applicant or a representative must attend all Commission Meetings to present their plan. If a representative is not present the plan will be tabled until the next Commission meeting.

Applicant

Date

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Name of Applicant _____

Address of Applicant _____

Phone and Fax # _____

FEES PAID _____

DATE of Submission

*** a representative must present 14 copies of the plan at the commission meeting (call if you do not know date)**

SECTION 9.20 SITE PLAN REQUIREMENTS:

No building shall be erected or structurally altered nor shall any grading take place on any lot or parcel in zones where a site plan is required, except in accordance with the regulations of this section and an approved site plan as hereinafter required. Before a permit is issued for construction one copy of the site plan of the area at a scale no smaller than one (1) inch to one hundred (100) feet shall be filed with the Grant County Planning Commission and one (1) copy with the building inspector and the zoning administrator. The site plan shall identify and locate, where applicable, and the information as listed in Section 9.21, B—Stage II plan requirements.

All such site plans shall be reviewed by the legislative body or its duly authorized representative, and the factual determination approving or rejecting such plans shall be made in accordance with requirements of this and other applicable sections of this ordinance, and the comprehensive plan for the city (county).

All site plans approved shall be binding upon the applicants, their successors and assigns and shall limit the development to all conditions and limitations established in such plans.

Amendments to plans may be made in accordance with the procedure required by this ordinance subject to the same limitations and requirements as those under which such plans were originally approved.

After final approval, the subject area may be developed in phases, provided all of the procedures required by the legislative body, or its duly authorized representative, have been complied with.

SECTION 9.21 PLAN REQUIREMENTS - STAGES I, II AND RECORD PLAT:

A. STAGE I—PLAN REQUIREMENTS: The Stage I Plan shall identify and provide the following information:

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1. Plan(s) of the subject property drawn to a scale not smaller than one (1) inch equals one hundred (100) feet showing:
 - a. The total area in the project;
 - b. The present zoning of the subject property and all adjacent properties;
 - c. All public and private rights-of-way and easement lines located on or adjacent to the subject property which are proposed to be continued, created, enlarged, relocated, or abandoned.
 - d. Existing topography, and approximate delineation of any topographical changes shown by contour with intervals not to exceed twenty (20) feet;
 - e. Delineation of all existing and proposed residential areas in the project with a statement indicating net density of the total project:
 - (1) Detached housing - location and approximate number of lots, including a typical section(s) identifying approximate lot sizes and dimensions, and setback and height of buildings.
 - (2) Attached housing - location and description of the various housing types (i.e., townhouse, fourplex, garden apartment, etc.) including approximate heights of typical structures, and the approximate number of units by housing type.
 - f. Delineation of all existing and proposed nonresidential uses in the project:
 - (1) Commercial uses - location and type of all uses including approximate number of acres, gross floor area and heights of buildings.
 - (2) Open-Space-Recreation - The approximate amount of area proposed for common open space, including the location of recreational facilities, and identification of unique natural features to be retained.
 - (3) Other public and semi-public uses - location and type of all uses, including approximate number of acreage, and height of buildings.
 - g. Location of proposed pedestrian walkways, identifying approximate dimensions.
 - h. Location of proposed streets, identifying approximate dimensions of pavement, right-of-way widths, and grades.
 - i. Location of all existing and proposed water, sanitary sewer, and storm drainage lines, indicating approximate pipe sizes. Indication should also be given regarding the provision of electric and telephone service.
 - j. Certification from appropriate water and sewer agencies that services will be available.
 - k. Identification of the soil types and geologic formations on the subject property, indicating anticipated problems and proposed methods of handling said problems.
 - l. Other information that may be determined necessary for description and/or to insure proper integration of the proposed project in the area.
 - m. A schedule of development, including the staging and phasing of:

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- (1) Residential area, in order of priority, by type of dwelling unit;
- (2) Streets, utilities, and other public facility improvements, in order of priority;
- (3) Dedication of land to public use or set aside for common ownership;
- (4) Nonresidential buildings and uses, in order of priority.

The aforementioned information required may be combined in any suitable and convenient manner so long as the data required is clearly indicated. A separate plan or drawing for each element is not necessary, but may be provided at the option of the applicant.

B. STAGE II—PLAN REQUIREMENTS: The Stage II Plan shall conform to the following requirements.

1. Plan(s) of the subject property drawn to a scale of not smaller than one (1) inch equals one hundred (100) feet, that identifies and provides the following information:
 - a. The existing and proposed finished topography of the subject property shown by contours with intervals not to exceed twenty (20) feet. Where conditions exist that may require more detailed information on the proposed topography, contours with intervals of less than five (5) feet may be required by the planning commission.
 - b. All housing units on the subject property:
 - (1) Detached housing - Location, arrangement, and number of all lots, including lot dimensions and setbacks, and maximum height of buildings;
 - (2) Attached housing - Location, height, and arrangement of all buildings indicating the number of units in each building, and, where applicable, location, arrangement and dimensions of all lots.
 - c. Location, height, arrangement and identification of all non-residential buildings and uses on the subject property and, where applicable, location and arrangement of all lots with lot dimensions.
 - d. Location and arrangement of all common open space areas, and recreational facilities, including lot dimensions. Methods of ownership and operation and maintenance of such lands shall be identified.
 - e. Landscaping features, including identification of planting areas and the location, type and height of walls and fences.
 - f. Location of signs indicating their orientation and size and height.
 - g. All utility lines and easements:
 - (1) Water distribution systems, including line sizes, width of easements, type of pipe, location of hydrants and valves, and other appurtenances;

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- (2) Sanitary sewer system, including pipe sizes, width of easements, gradients, type of pipes, invert elevations, location and type of manholes, the location, type, size of all lift or pumping stations, capacity, and process of any necessary treatment facilities, and other appurtenances.
 - (3) Storm sewer and natural drainage system, including pipe and culvert sizes, gradients, location of open drainage courses, width of easements, location and size of inlets and catch basins, location and size of retention and/or sedimentation basins, and data indicating the quantity of storm water entering the subject property naturally from areas outside the property, the quantity of flow at each pickup point (inlet), the quantity of storm water generated by development of the subject area, and the quantity of storm water to be discharged at various points to areas outside the subject property.
 - (4) Other utilities (e.g., electric, telephone, etc.) including the type of service and the width of easements.
- h. Location of all off-street parking, loading and/or unloading, and driveway areas, including typical cross sections, the type of surfacing, dimensions, and the number and arrangement of off-street parking, and loading and/or unloading spaces.
- i. Circulation System:
- (1) Pedestrian walkways, including alignment, grades, type of surfacing and width.
 - (2) Streets, including alignment, grades, type of surfacing, width of pavement and right-of-way, geometric details, and typical cross sections.
- j. Provisions for control of erosion, hillside slippage and sedimentation, indicating the temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction.
- k. A schedule of development, including the staging and phasing of:
- (1) Residential area, in order of priority, by type of dwelling unit;
 - (2) Streets, utilities, and other public facility improvements, in order or priority;
 - (3) Dedication of land to public use or set aside for common ownership;
 - (4) Nonresidential buildings and uses, in order of priority.

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The aforementioned information required may be combined in any suitable and convenient manner so long as the data required is clearly indicated.

C. RECORD PLAT REQUIREMENTS:

The applicant shall submit a Record Plat, in conformance with the Stage II approved plans. If the Record Plat is submitted in sections, an index shall be developed showing the entire plan area. The particular number of the section, and the relationship of each adjoining section shall be clearly shown by a small key map on each section submitted. The Record Plat shall conform to the applicable requirements of the subdivision regulations, unless specifically waived by the planning commission.