



PRELIMINARY PLAT APPLICATION

Docket #: _____

PROPERTY INFORMATION			
SUBDIVISION NAME			
SUBDIVISION LOCATION/ADDRESS			
PVA PARCEL IDENTIFICATION NUMBER		PROPERTY ZONING	
PROPERTY SIZE (ACRES/SQUARE FOOTAGE)		NUMBER OF LOTS TO BE CREATED	
PROPERTY OWNER INFORMATION			
PROPERTY OWNER(S)			
ADDRESS, CITY, STATE, ZIP			
DAYTIME TELEPHONE ()	FAX NUMBER ()	E-MAIL	
LAND SURVEYOR INFORMATION			
NAME			
ADDRESS, CITY, STATE, ZIP			
DAYTIME TELEPHONE ()	FAX NUMBER ()	E-MAIL	
DESIGNATED CONTACT PERSON		DAYTIME TELEPHONE ()	
CERTIFICATION & SIGNATURE			
<p>I (We) affirm that the submitted Preliminary Plat was prepared at my (our) direction, and I (we) hereby consent to the proposed layout and division. I (We) hereby agree to comply with all applicable Zoning and Subdivision Regulations, pay all applicable fees, and provide any and all requested information and copies. I (We) further understand that it is my (our) responsibility to obtain all certification signatures prior to filing the application. I (We) further understand that if a Final Plat is not submitted within one (1) year of approval of the Preliminary Plat, the plat is void . I (We) do hereby certify that the information provided herein is both complete and accurate to the best of my (our) knowledge, and I (we) understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.</p>			
Signature of Owner _____		Date _____	
Signature of Owner _____		Date _____	
FOR OFFICE USE ONLY			
DATE RECEIVED	FEE AMOUNT	RECEIVED BY	CHECK #
PC MEETING DATE		PC ACTION APPROVED/DISAPPROVED	

PRELIMINARY PLAT
APPLICATION CHECKLIST

- A. Completed and signed application.**
- B. Applicable review fees.**
- C. Two (2) copies of the Preliminary Plat on a scaled drawing no larger than 24"x36" and shall include, at a minimum, the following information:**
1. A title block in the lower right hand corner containing:
 - "Preliminary Plat"
 - Subdivision Name
 - Address of property and Property Evaluation Parcel Number
 - Name and Address of Owner
 - Name and Address of Developer
 - Date prepared
 - Written Scale.
 2. Name and address of Surveyor including Stamp
 3. Vicinity Map.
 4. North Arrow and Graphic Scale (not smaller than 1"=100').
 5. Width and location of existing and proposed street right-of-ways.
 6. Streets named
 7. Lengths and bearings of existing property lines, including identification of monuments.
 8. Approximate lot line, dimensions, number, and area of proposed lots.
 9. Area of subject property (acres).
 10. Contours at an interval of five (5) feet.
 11. A description of the ownership of adjacent properties (name and address) including Property Valuation Parcel Number.
 12. Zoning of the subject property and adjacent properties.
 13. Easement lines located on or adjacent to the subject property which is proposed to be continued, created, enlarged, relocated or abandoned.
 14. Location of existing and proposed water (including fire hydrants), sanitary sewer, and storm drainage lines, indicating approximate pipe sizes. Indication should also be given regarding the provision for electric, telephone and natural gas service.
 15. Setback lines shown per the appropriate zoning district.
 16. Buffer strips.
 17. Floodplain boundaries and disclaimer statement. Disclaimer statement must include the panel number of the Flood Insurance Rate Map (FIRM).
 18. Location of pertinent natural features, if applicable.
 19. Sidewalks, existing and proposed.
 20. Sites to be reserved or dedicated for parks, playgrounds, schools, common areas or other public uses.
 21. Acceleration/Deceleration lanes (if required).
 22. Certification Blocks signed and dated at time of submitting application (Certification blocks can be found in the Subdivision Regulations, Article 9):
 - Certificate of the Approval of Water and Sewerage Systems (9.100)
 - Certificate of Availability of Water Services (9.150)
 - Certificate of Availability of Sewage Disposal Services (9.200)
 - Certificate of Ownership and Dedication (9.250)
 - Certificate of Accuracy (9.300)

- Health Department Certificate (9.350)
- Roadway Entrance Certificate (9.450)
- Fire Protection Certificate (9.500)
- Certificate of Approval (9.501)
- Certificate of Approval for Electric Service (9.502)
- Certificate of Approval for Gas Service (9.503)
- State Roadway Entrance Certificate (9.507)
- Certificate of Early Warning System (9.508)

D. Preliminary Construction Plans (Section 3.304 (J) of Shelby County Subdivision Regulations.

E. Traffic Impact Study (if applicable).

F. Copy of Deed to verify disclosure of ownership interest obtained from the Shelby County Clerk's office at 501 Washington Street, Shelbyville, KY 40065.

G. Adjoining Property Owners List, including names and mailing address for all adjoining property owners within, contiguous to, and directly across the street, obtained from the Shelby County Property Valuation Administrator (PVA) office at 501 Washington Street, Shelbyville, KY 40065.