

## ARTICLE IV

### CONTENT REQUIREMENTS FOR SUBDIVISION PLATS

#### 400 PURPOSE

The purpose of this Article is to describe the minimum content of plat and plan materials required before consideration by the Planning Commission.

#### 410 PRELIMINARY LOT LAYOUT REQUIREMENTS

The Preliminary Lot Layout for the subdivision shall meet the following requirements for approval:

- A. **AUTHORIZATION TO PREPARE PLANS** - Preliminary Lot layouts shall be prepared by a Kentucky Licensed Professional Land Surveyor, Licensed Professional Engineer, Registered Landscape Architect, or to a limited degree an Architect. The division of work to be performed by each profession shall be governed by state statute and regulations, which regulate each profession.
- B. **TOPOGRAPHIC SURVEYS** - Topographic Surveys, when submitted, shall be prepared by either by a Kentucky Licensed Professional Land Surveyor or Licensed Professional Engineer. The division of work to be performed by each profession shall be governed by state statutes and regulations, which regulate each profession. If a Topographic Survey, when required, cannot be performed, the Planning Commission will accept a copy of a USGS Topo Map.
- C. **EXPIRATION OF PRELIMINARY LOT LAYOUT** – A letter will be issued to the applicant stating that preliminary approval has been issued and that this approval will expire three (3) years from that date.
- D. **NUMBER AND TYPE OF COPIES** - Each application for the approval of subdivision shall be accompanied by the following:
  - 1. Two (2) sets of 18" X 24" drawings and two (2) sets of 11" x 17" size drawings
  - 2. The scale of these lot layouts shall be two hundred (200) feet to the inch or less.
- E. **TITLE BLOCK** - The title block shall contain the name of the subdivision; the date and scale; the names and addresses of the owner(s); name, address, and phone number of the person or firm preparing the plans; and, any other appropriate information.
- F. **VICINITY MAP** - The vicinity map shall show the area sufficient to locate the Subdivision in all directions. The vicinity map shall be at an appropriate scale.

- G. **PURPOSE STATEMENT** - A purpose statement located directly below the vicinity map shall describe the type of plat and general intent of the plat being filed for review
- H. **BOUNDARY LINES** - The layout, names and widths of proposed streets, alleys, and easements and the proposed lots, numbered and dimensioned with existing and proposed building setback lines, shall be shown. Also, the names of adjacent subdivisions or names of recorded owners of adjacent land shall be shown on the Preliminary Lot Layout. Current zoning shall be shown.
- I. **UTILITIES** - The Preliminary Lot Layout shall show all existing utilities across or adjacent to the subdivision. The Preliminary Lot Layout shall show the following: location of gas lines; location of electrical distribution lines or transformer stations; location of public water supply; fire hydrants; and, location of any storm or sanitary sewers.
- J. **OPEN SPACE/COMMON RECREATIONAL SPACE/OPTIONAL PUBLIC PARKLAND** - All parcels to be dedicated to open space, common recreational space or optional public parkland use within the subdivision shall be shown on the Preliminary Lot Layout.
- K. **OTHER PERTINENT INFORMATION** - The Preliminary Lot Layout shall contain the names, location, and width of all existing platted streets or other public ways within or adjacent to the subdivision. The Preliminary Lot layout shall show any existing permanent buildings, railroad right-of-ways, existing utility easements, cemeteries and may include other important features, such as political subdivision, incorporation boundaries, within or adjacent to the tract to be subdivided.
- L. **RESTRICTIONS** - The Preliminary Lot Layout shall be accompanied by a copy of or made reference to all restrictions upon use of the land or type of construction that will be allowed by the owner and/or developer.
1. **PRIVATE/ DEED** – Refer to and are included in the deed at the time of sale or transfer of the property or a restriction placed on a piece of property without a plat.
  2. **PLAT NOTE** – Refer to restrictions placed on a particular plat of land voluntarily by the owner and/or developer,
  3. **DEVELOPMENT CONDITIONS** – Refer to adopted land use restrictions that are agreed upon at the time of a zone change.
- M. **NORTH ARROW** - The Preliminary Lot Layout shall show the north arrow.
- N. **RECORDING OR FINAL PLAT** - The following information and terms required for the Recording/ Final Plat are listed in Section 420 (below).

## 420 RECORDING/ FINAL PLAT

The following information and terms are required for the Recording/ Final Plat approval:

- A. **AUTHORIZATION TO PREPARE PLATS** - Plats shall be prepared by a Kentucky Licensed Professional Land Surveyor. The division of work to be performed by each profession shall be governed by state statute and regulations, which regulate each profession.
- B. **TYPE OF COPIES** - The Plat shall measure the scale and be two hundred (200) feet to the inch or less. The Recording Plat shall be Mylar material. Other Recording Plat materials such as 100% Linen Paper or Judd Board may be used with permission of the Woodford County Clerk's Office.
  - 1. Two (2) sets of 18" X 24" drawings and two (2) sets of 11" x 17" size drawings
  - 2. The scale of these Lot layouts shall be two hundred (200) feet to the inch or less
- C. **TITLE BLOCK** - The title block shall contain the name of the subdivision; the date and scale; the names and addresses of the owner(s); name, address, and phone number of surveyor(s); and any other appropriate information.
- D. **VICINITY MAP** - A vicinity map shall show the area sufficient to locate the Subdivision in all directions of the property. It shall be drawn at an appropriate scale.
- E. **PURPOSE STATEMENT** - A purpose statement located directly below the vicinity map shall describe the type of plat and general intent of the plat being filed for review.
- F. **LOTING SCHEME** - The lotting scheme shall be drawn two hundred (200) feet or less to the inch with north oriented to the top of the sheet, if possible, or at another scale and/or orientation that permits clear and legible presentation of the following information.
  - 1. **BEARINGS AND DISTANCES** - The plat shall show the true bearings and distances to the nearest existing monument of the state plane coordinates (Kentucky North zoned NAD 1983, feet) and National Geodetic Vertical Datum of 1988 (NGVD 88) for horizontal and vertical control. The type of monumentation shall be accurately described on the plat.
  - 2. **BOUNDARY LINES** - The plat shall show the names of adjacent property owner(s) or lot number(s) and plat book and page number(s) and the footprint of all existing building(s) within the boundary area of the plat. The plat also shall have all corners marked and show the calls and distances.

3. **STREETS** - The plat shall show the right-of-way, pavement width of existing or proposed streets or roads and the locating distance to nearest centerline of streets, roads, or railroads.
  4. **LOT NUMBERING** - The plat shall show the address of lot(s), if applicable, the lot number(s), each building setback line, square footage or acreage of lot(s), and total acreage. The lot number(s) shall be shown in a systematic order.
  5. **SETBACKS** - The plat shall show each building setback line on all sides, square footage or acreage of lot(s), and total acreage. The lot number(s) shall be shown in a systematic order.
  6. **EASEMENTS** - The plat shall show the size and location and bearings and distances of cross-hatched drainage easements. All other easements shall be shown and clearly labeled as to their width and purpose.
  7. **CONTROL MONUMENTS** - The plat shall show the location and description of at least two (2) Control Monuments (or if no other controls can be established, the plat shall show controls to the state plane coordinates). The monuments shall be placed to the state plane coordinates (Kentucky North zoned NAD 1983, feet) and National Geodetic Vertical Datum of 1988 (NGVD 88) for horizontal and vertical control. The plat shall show the accurate location, description, and material of all permanent Control Monuments.
  8. **NORTH ARROW** - The plat shall show the north arrow.
  9. **OTHER INFORMATION** – The plat shall also show the following miscellaneous information:
    - a. Location and elevation of all benchmarks
    - b. Minimum FFE of proposed structures on all lots.
    - c. 100-year Flood elevation
    - d. Any non-buildable areas, (floodplain or non-engineered fill).
- F. **RECORDATION INFORMATION** - The plat shall show the previous recording book and page number(s), if applicable, the source of title (deed book and page number), and any recorded Binding Elements (book and page number).
- G. **SURVEYOR'S STAMP/SIGNATURE** - The plat shall show the surveyor's stamp and signature.

- H. **PRIVATE RESTRICTIONS** - The plat shall show all private restrictions placed on the land (See page 4-2, Item L, Restrictions).
- I. **OPEN SPACE/Common Recreational Space/Optional Public Parkland** - The plat shall show all areas of land intended to be dedicated to open space, common recreational space or optional public parkland use within the subdivision.
- J. **FLOODPLAIN INFORMATION** - The plat shall show the floodplain areas clearly labeled, and where available, the actual computed elevation of the regulatory flood with the source of that information.
- K. **NOTES** - The plat shall include any informational or restrictive notes, and the notes shall be numbered in sequential order and grouped together as one list whenever possible.
- L. **MAINTENANCE NOTE** - The Plat shall include a note that notifies potential lot purchasers of their responsibilities for maintaining drainage and other easement areas.
  1. The property owner shall be responsible for maintenance of any portion of a drainage easement that is on their property. This maintenance shall be defined as maintaining a substantial stand of grass, to a height no greater than ten (10) inches, repairing eroded areas, removing debris from inlets structures. The property owner is also responsible for maintenance of any drainage infrastructure (not accepted by the local government) contained within this easement.
  2. Maintenance of "Interpretative" items, including but not limited to, landscaping on right of way, islands, medians, entryways, subdivision signs, traffic control features, traffic circles, roundabouts shall not be the responsibility of the appropriate local government.
- M. **CERTIFICATIONS** - The following certifications shall be placed on the recording plat and shall be properly signed and executed (certification text may be revised, or additional text included as agreed upon by the Planning Commission):

**LAND SURVEYOR'S CERTIFICATION** - Shall be as follows:

I hereby certify that this plat depicts a survey, made by me, or under my direction, by the Standards of Practice per 201 KAR 18:150 or by the Global Positioning Systems Standards of Practice per 201 KAR 18:150. The bearings and distances shown hereon have been adjusted for closure. This survey and plat meets or exceeds the minimum standards of governing authorities and the Woodford County Subdivision Regulations.

(Signature of Land Surveyor, Professional Land Surveyor Number & Date)

**EASEMENT AND DEDICATION** - Shall be as follows:

The spaces outlined by dashed lines and designated as easements are hereby reserved for the purposes shown, including the right of ingress and egress over all lots to and from the easements and the right to cut down or trim any trees within or along the easements that may interfere with the installation or operation of infrastructure contained in or on the easement. The easements shall be kept free of all permanent obstructions.

(Signature of Owner(s) and Date)

**CERTIFICATE OF OWNERSHIP AND DEDICATION** - Shall be as follows:

I hereby certify that I am owner of the property shown and described hereon and that I hereby adopt this plan of subdivision with my free consent, establish the minimum building restriction lines, and dedicate all streets, alleys, walks, parks, and other open spaces to public or private use as noted.

(Signature of Owner(s) and Date)

**DRAINAGE EASEMENT** - Shall be as follows:

All drainage easements are hereby established by recordation of this plat. All drainage shall be maintained by the respective owner(s) of the lot(s) over which said easements cross and no drainage easements shall be altered in any way by filling, changing the contour thereof, or by building any structure thereon, except upon prior written approval of the appropriate governmental authority. This restriction may be enforced by any owner of any lot affected by the drainage over said easement, or by the Planning Commission or appropriate governmental authority.

(Signature of Owner(s) and Date)

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_

(City, County, or State Authorized Signature and Date)

**ACCESS CERTIFICATION** – Shall be as follows:

Entrance and/or driveways to lots shall be constructed to meet applicable City, County, or State requirements. Grading within the developed area shall be performed in such a manner that no excess water will be diverted to the road right-of-way without approval of appropriate governmental authority. The same authority certifies that the property has public access to a City, County or State Road but grants the right to make final access approval at the time of an access permit application.

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_

(City, County, or State Authorized Signature and Date)

**UTILITY CERTIFICATION** - A representative of the applicable utility company must sign and date the plat. These utilities shall include applicable providers of water, sewer and electrical.

All Utility Easements are shown on this plat. All utility easements shall be maintained by the respective owner(s) of the infrastructure over which said easements cross and no easements shall be altered in any way, except upon prior written approval of the appropriate authority.

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_

(Signature of Utility(s) and Date)

**FIRE DEPARTMENT CERTIFICATION** - Shall be as follows or similar language.

I hereby certify the Fire Department has reviewed and approved this plat based on the agency requirements of the Fire Mains, Fire Hydrant(s) and Emergency Access for Fire Apparatus.

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_

(City or County Authorized Signature and Date)

**BUILDING CODE OFFICIAL HORIZONTAL PROPERTY (CONDO)  
SUBDIVISION CERTIFICATION** - Shall be as follows or similar language.

I hereby certify that this plat has been reviewed and approved based on the applicable local building code requirements.

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_

(Building Code Official Authorized Signature and Date)

**WOODFORD COUNTY HEALTH DEPARTMENT** - A representative of the County Health Department will certify the following:

\_\_\_\_\_ Public sewer connection may be required.

\_\_\_\_\_ On existing public sewer (if can be determined).

\_\_\_\_\_ Has existing private sewer or septic system.

On-Site Septic system required and shall be permitted through this office prior to installation of said system.

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_

(Signature of Woodford County Health Department representative and Date)

**CERTIFICATE OF APPROVAL OF RECORDING** - The Planning Commission Chairman or Vice-Chairman and Director shall certify as follows:

I hereby certify that the Subdivision Plat shown hereon has been found to comply with the Subdivision Regulations of the Versailles-Midway-Woodford County Planning and Zoning Commission, Kentucky, and that it has been approved for recording in the office of the Woodford County Clerk.

(Signature Planning Commission Chair or Vice-Chair and Date).

(Signature Planning Commission Director's and Date).



- N. **ELECTRONIC SUBMITTAL** – In an effort to improve efficiency in review and documentation, the Planning Commission requires an electronic submittal of the final recording plat information (See Appendix A for format and submission details). The final recording plat submittal shall include the following information on the recording plat as outlined in items A through M above.

#### 430 HORIZONTAL PROPERTY

- A. **PURPOSE** - The purpose, intent, and application of this Article is to implement and reaffirm the Horizontal Property Law of Kentucky. Encourage a variety and flexibility in land development and land use for basically residential areas, consistent with the Zoning Ordinance of Versailles, Midway and Woodford County, Kentucky; and, to provide a framework within which an effective relationship of residential land use and related activities can be planned on a total basis.
- B. **GENERAL PROVISIONS** - All projects shall be subject to these regulations:
1. **ZONING COMPLIANCE** - All projects whether referred to as horizontal properties or condominium properties shall be in accord with the Zoning Ordinance of Versailles, Midway and Woodford County, Kentucky, and the elements thereof.
  2. **BUILDING CODE COMPLIANCE** – All projects whether referred to as horizontal properties or condominium properties or construction plans shall be in accord with all adopted local building codes prior to recordation.
  3. **MASTER DEED /LEASE** - A master deed or lease that sets forth the particulars enumerated by KRS 381.835 or 381.9101 shall not be recorded and established as a horizontal property regime without having first been reviewed and approved by the Planning Commission, including floor plans meeting the standards set forth in KRS 381.835(5). The maximum permitted overall densities and floor area ratios and the minimum outdoor area, living space, and recreation area ratios shall be controlled by the zoning district classification in which the project is located.
  4. **PERMITTED USES** - The permitted uses will be controlled by the zoning district classification in which the project is located.
- C. **ADMINISTRATIVE PROCEDURE** - The establishment, expansion, or diminution of a horizontal property regime shall be subject to review and approval by the Planning Commission. The review shall be in the same manner as approval as set forth in the Zoning Ordinance and the approved Development Plan as recorded by the Planning Commission.
- D. **CONFLICTS WITH OTHER SECTIONS OF REGULATIONS** - In a case where this Article conflicts with any other provision of the Subdivision Regulations, the provisions of this Article shall take precedence and shall be the controlling provision.