

Meeting Date: \_\_\_\_\_



121 South Main Street, Nicholasville, KY 40356  
Office: 859-885-6415 Fax: 859-885-9681

For Office Use

Received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Fee Paid: \$ \_\_\_\_\_  
Check No: # \_\_\_\_\_  
Receipt No: # \_\_\_\_\_  
Permit No: \_\_\_\_\_

**Major Subdivision Application**

**Type of Application (Check all that apply)**

**Preliminary:** ☐ **Final:** ☐ **Amended:** ☐ **Development Plan:** ☐ **Construction Plans:** ☐ **Cluster:** ☐

Purpose of the Plat: \_\_\_\_\_

Site Address: \_\_\_\_\_

Subdivision:  
(if applicable)

Parcel ID: \_\_\_\_\_

Zone: \_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_

Area of Tract: \_\_\_\_\_

**Applicant Information**

Name(s): \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*(Phone number listed here will be used for Public Notice Signs)*

**Owner Information (if different from Applicant)**

Name(s): \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer/Surveyor Information**

Name(s): \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Supporting Information: Attach the following items to the application:**

- ☐ A list of all property owners and their mailing address within, contiguous to, and directly across the street from the proposed subdivision, including across county lines and touching corners (see attached sheet).
- ☐ Three copies of mailing addresses listed above printed on sticker labels for mailing purposes. *(Not req. for Construction Plans)*
- ☐ A list of all utility providers for the proposed subdivision and their addresses.
- ☐ Attach the Community Impact Analysis (if required by ordinance).
- ☐ Attach the Environmental Impact analysis (if required by ordinance).
- ☐ Include wastewater application/approval.
- ☐ Include driveway encroachment permits, as applicable.
- 
- Are any roadways proposed for public dedication? Yes    No
- Do you propose Deed Restrictions? Yes: ☐ No : ☐ (If yes, please attach a copy)

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**Have all required improvements been installed? Yes / No**

If NO, include detailed estimates of cost and a statement relative to the method of improvement guarantee. All estimates must be approved by the responsible municipal office.

Improvements	Installation	Guarantee (Cost)
Monuments		
Streets		
Curbs and Gutters		
Sidewalks		
Street Signs		
Street Lighting		
Water System		
Sanitary Sewer System		
Over-Size Improvements		

Waivers Requested from Plat Design Requirements	
Section Number	Item

**Planning Commission meetings are on the second Tuesday of the month, 7pm at the Jessamine County Courthouse. Application Deadlines are 28 days in advance of the meeting on Tuesday by 4pm. Technical Review Committee is held one week after the application deadline, Tuesday at 11:00 am, Jessamine County Courthouse.**

### **Technical Review Committee**

The purpose of TRC is for the applicant to meet with the committee to identify issues that need to be addressed before the applicant's materials are presented to the actual Planning Commission for consideration. Errors or omissions by this TRC are possible and TRC is not liable for such, nor can one assume that the approval of items presented to the TRC is a guarantee that such materials are without errors or missions or that the actual Planning Commission will honor any TRC recommendation.

**Copies:** 19 copies of all attachments are required for distribution to the Planning Commission. You may bring 5 copies for initial submittal and submit the remaining 14 copies by the Friday after TRC @ 4 pm, or you may bring all 19 for initial submittal. Applications with an insufficient amount of copies will be considered incomplete and must be postponed.

**Fees:** Paid by Check or Money Order only, made out to Jessamine County Fiscal Court or JCFC. See Jessamine County Zoning Ordinance Section 7.1 for fee amounts. *(There will be a \$50 recording fee, per sheet, for Final Plats due when the plat is recorded, to Johnny Collier, CJC. These checks must be certified check, cashier's check or from an in-county address in the upper left.)*

\_\_\_\_\_  
Applicant Sign & Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owners Sign & Print Name

\_\_\_\_\_  
Date

### **Major Subdivision Application Page 3**

#### **LIST OF ADJOINING PROPERTY OWNERS TO RECEIVE CERTIFIED LETTERS**

The applicant must submit a list of names and mailing addresses of all persons owning property adjoining (including properties across public rights-of-way) the subject property, using the form below. Such names shall be secured from the records of the Jessamine County Tax Assessor (Jessamine County Property Value Administrator, PVA) prior to the filing of this application. The applicant should retain a copy of this listing, especially to ensure certified letters cover all persons. The current cost of sending a Certified Letter is \$8.69.

<b>Adjoining Subject Property Address (including city and Zip)</b>	<b>Name of Property Owner(s)</b>	<b>Property Owner's Address if different from Property Address</b>