



# FINAL PLAT APPLICATION

(Amended 12-12-19)

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			
NAME OF 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 Final 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 the plat is not recorded within ninety (90) days, the approval is void and not subject to recording. 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	

**FINAL PLAT**  
**APPLICATION CHECKLIST**

**A. Completed and signed application.**

**B. Applicable review fees.**

**C. Three (3) copies of the Final Plat on a scaled drawing no larger than 18"x24" and shall include, at a minimum, the following information:**

1. A title block in the lower right hand corner containing:
  - "Final 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 street right-of-ways.
6. Street names
7. Lengths and bearings of property lines, including identification of monuments.
8. Area of subject property (square feet and acres).
9. A description of the ownership of adjacent properties (name and address) including Property Valuation Parcel Number.
10. Zoning of the subject property and adjacent properties.
11. Easement lines located on or adjacent to the subject property which are proposed to be continued, created, enlarged, relocated or abandoned.
12. Floodway Drainage Easement (4.602 If applicable)
13. Setback lines shown per the appropriate zoning district.
14. Buffer strips.
15. Floodplain boundaries and disclaimer statement. Disclaimer statement must include the panel number of the Flood Insurance Rate Map (FIRM).
16. Location of pertinent natural features, if applicable.
17. Location of existing private cemetery's, if applicable. If applicable add the following note:  
Cemetery Note: KRS 381.697(2) "Private owners may no desecrate." Common law provides access to direct descendants.
18. Sidewalks, existing and proposed.
19. Location and design of Cluster Box Units (CBU's) for United States Postal Service delivery.
20. Acceleration/Deceleration lanes (if required).
21. 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)
- Certificate of Drainage Approval for City of Shelbyville (9.504), if applicable
- Certificate of Drainage Approval for Shelby County (9.504.1), if applicable
- Certificate of Drainage Construction (9.505)
- State Roadway Entrance Certificate (9.507)
- Certificate of Early Warning System (9.508) (if applicable)
- Certificate for U.S. Postal Service Mail Delivery Service (9.509)
- Certificate of Approval of Utility Easements by Utility & Telecommunications Companies (9.550)
- Certificate of Drainage Design Approval (9.602) including Engineer's Stamp
- Certificate of Hydraulic Study Analysis (9.606)

**D. One (1) copy of the Civil Design Plans (Construction Plans) signed and stamped on a scaled drawing no larger than 24"x36" stapled together and shall include, at a minimum, the following information (Section 3.405 of Shelby County Subdivision Regulations):**

1. Cover Sheet
2. Existing Conditions Survey
3. Demolition Plan (if applicable)
4. Site Layout Plan
5. Street Plans with grades, profiles, drainage
6. Grading and Drainage Plan
7. Erosion Control Plan
8. Utility Plan
9. Buffer Plan (including certifications signed)
10. Detail Sheet(s).

**E. One (1) copy of the Hydraulic Study Analysis.**

**F. Bond, Cash or Performance (if applicable).**

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

**H. 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.**