



**Oldham County Planning and Development Services
Application for Record Plat**

For Staff Use Only:

Date: _____ Docket No: _____ Staff: _____ Fee: _____

This application must be submitted in person at the Planning and Zoning Office.

General Information: (A separate application must be submitted for each individual request.)

Name of Applicant(s): _____

Subdivision Name: _____

Section: _____ Number of Lots: _____

Total Site/Section Acreage: _____ Parcel ID _____

Approved Docket Number: _____ Date of Approval: _____

Signatures:

Owner(s):

Name: _____ Signature: _____

Address: _____

Phone: _____ Email Address: _____

Engineer:

Name: _____ Signature: _____

Address: _____

Phone: _____ Email Address: _____

Applicant(s): (if other than owner)

Name: _____ Signature: _____

Address: _____

Phone: _____ Email Address: _____

Contact: (if other than owner)

Name: _____ Signature: _____

Address: _____

Phone: _____ Email Address: _____

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Initial Submittal Checklist:

- _____ 1. One copy of a Subdivision Record Plat including the required minimum components of the attached checklist.
- _____ 2. Review comments from the appropriate agencies. See the attached list for agency contact information)

Once all of the above items are received by the Planning and Zoning Office, the record plat will be reviewed by staff. After review, an official letter detailing any required changes will be mailed to the appropriate contact person/agency. Once approved by staff, the applicant must submit all required items in the following list. After all items are received, Planning and Zoning staff will arrange a meeting to complete the official approval.

Final Plat Submittal Checklist:

- _____ 1. Complete Oldham County Planning and Zoning Record Plat application. (Owner's signature is not required)
- _____ 2. Required Record Plat application fee of \$300 plus \$10 per housing unit.
- _____ 3. At least two 24" x 36" mylar copies of the plat. **
- _____ 4. One 20" x 24" mylar copy with a 2" left and bottom margin. **
- _____ 5. Fourteen 24" x 36" paper copies of the plat. **
- _____ 6. Certificate of Partial Completion with project engineer's signature, date and seal with a performance agreement that establishes a completion date.
- _____ 7. A surety amount approved by the Oldham County Engineer.
- _____ 8. One copy of the subdivision deed restrictions.

** Note: All plats must include street addresses. One copy of the Record Plat must be submitted in advance to Oldham County Dispatch for addressing purposes.

* *Accessing PVA information: Property information may be accessed on the internet at www.oldhampva.com. In order to search for a property, users must select "Tax Payer Info" from the left column then select "Property Search". Once located, users may print the information using the print command on their internet browser. For adjoining property owners or further assistance contact PVA at 110 W. Jefferson Street in LaGrange or at (502)222-9320.*

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Record Plat Checklist:

Title Block

- _____ Name and Address of Person or firm who prepared the plat
- _____ Name and Address of Property Owner
- _____ Notation of Record Plat
- _____ Subdivision Name and Section
- _____ Date of Preparation (Dates of All Revisions)
- _____ Graphic and written scales

Vicinity Map

- _____ North Arrow
- _____ Sketch Map (showing the relative location of the proposed subdivision to surrounding streets unless the location is clearly shown on the plat itself)

Streets

- _____ Name, bearings, centerline curve data and ROW width of proposed streets and existing adjacent streets

Lots

- _____ The proposed lot layout showing the location and distances for lot lines
- _____ Lot areas
- _____ Lot numbers
- _____ Boundary lines for all parcels
- _____ Bearings and dimensions for all boundary lines
- _____ Proposed building lines showing the distance setback from the street ROW
- _____ Lines showing the intersection of adjoining parcels to the site

Utilities

- _____ Location and purpose of easements
- _____ All stormwater infrastructure must be contained in an easement

Public and Non-Public Sites

- _____ Name, acreage and proposed use of any parcels to be conveyed or held for public use, for joint use of property owners, or for non-public uses (such as multi-family dwellings, shopping centers or churches, but not including single family dwellings)

Natural Features

- _____ Natural features which might affect the design of the subdivision.

Drainage

- _____ Location of proposed drainage facilities, including watercourses and existing drainage facilities
- _____ Notation regarding the location and elevation of the 100 year floodplain
- _____ location of any proposed storm water detention basin and/or stream relocation
- _____ Signed stormwater maintenance agreement

Adjacent Property

- _____ Location and ownership of all adjoining property including deed book and page
- _____ Names and widths of all adjoining streets and easements.

100 West Jefferson Street ~ LaGrange, Kentucky

Ph: 502-222-1476 Fax: 502-222-3213

Site Statistics

www.oldhamcountyky.gov

- _____ Total Acreage in subdivision
- _____ Acreage in street ROW
- _____ Number of Single-Family Lots
- _____ Amount of other land uses (number of apartment units, patio homes, etc.)
- _____ Existing zoning
- _____ Amount of open space

Legend

- _____ Graphical and written explanation of all symbols and labels

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Last Updated 9/26/2017