



## Oldham County Planning and Development Services Application for Site Plan Review

*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): \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Name(s): \_\_\_\_\_

City: \_\_\_\_\_ Is the project within the incorporated city limits? \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Total Building Square Footage: \_\_\_\_\_

Total Site Acreage: \_\_\_\_\_ Total Number of Parking Spaces: \_\_\_\_\_

Docket Number: \_\_\_\_\_ Date of Zone Change Approval: \_\_\_\_\_

**Signatures:** (The undersigned agrees that the filing of this application constitutes an agreement by the owner(s) and other parties having an interest in the subject property. Their heirs, successors, and assigns, that, if the zoning map amendment(s) requested by this application is (are) enacted by the appropriate legislative body, building permits for improvement of the subject property shall be issued only in conformance with the zoning ordinance and binding and that such binding elements shall be strictly complied with and may be enforced in the same manner as the zoning district regulations.)

**Owner(s):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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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***Submittal Checklist:***

- \_\_\_\_\_ 1. Complete Oldham County Planning and Zoning Application for Site Plan Review.
- \_\_\_\_\_ 2. Required Site Plan Review Fee of \$300.
- \_\_\_\_\_ 3. A copy of the current recorded deed along with any applicable easement deeds or maintenance agreements. Include any surveys of the property, if available.
- \_\_\_\_\_ 4. One copy of a Site Plan meeting the Site Plan Requirements as outlined in Division 390.

***Site plans shall be drawn and submitted at a scale not less detailed than one inch equals fifty feet (1 inch equals 50 feet), or other scale acceptable to the Planning and Zoning Commission staff. All site plans shall contain the following:***

- \_\_\_\_\_ 1. Name of the development and/or subdivision in which the site is situated.
- \_\_\_\_\_ 2. Address and lot number of the subdivision in which the development is proposed.
- \_\_\_\_\_ 3. Key map drawn to a scale of one inch equals one thousand feet (1 inch equals 1,000 feet), which shall include streets and corporate limits within a one half (1/2) mile radius of the site.
- \_\_\_\_\_ 4. Names and addresses of the owner and the applicant.
- \_\_\_\_\_ 5. Names, addresses and seals (on the section of the plan that they prepare) of each professional consultant participating in the design.
- \_\_\_\_\_ 6. North arrow.
- \_\_\_\_\_ 7. City and state.
- \_\_\_\_\_ 8. Date.
- \_\_\_\_\_ 9. Existing zoning and parcel number for the site.
- \_\_\_\_\_ 10. Proposed use.
- \_\_\_\_\_ 11. Name of owner(s), parcel number and zoning of adjoining properties.
- \_\_\_\_\_ 12. Minimum required front, side and rear setback lines.
- \_\_\_\_\_ 13. Location of the 100-year floodplains per FEMA maps, if applicable.
- \_\_\_\_\_ 14. Location and size of wetlands, if any, meeting the Army Corps of Engineers' jurisdictional wetland standards.
- \_\_\_\_\_ 15. Location of water bodies.
- \_\_\_\_\_ 16. Existing and proposed land contours showing vertical intervals no greater than 2feet.
- \_\_\_\_\_ 17. Bearings and distances for all boundaries of the site with notation as to whether data is based on deeds or actual surveys.

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- \_\_\_\_\_ 18. Locations, square footages, and exterior dimensions, measured from outside wall to outside wall, of all existing and proposed buildings and structures.
- \_\_\_\_\_ 19. A sheet showing all proposed improvements overlaid on the existing topography indicating what natural features will be destroyed or disrupted.
- \_\_\_\_\_ 20. Existing and proposed easements with dimensions and designated types.
- \_\_\_\_\_ 21. Existing and proposed locations, types and sizes of the following:
  - a. Water lines
  - b. Fire hydrants
  - c. Sanitary sewers
  - d. Stormwater infrastructure
  - e. Culverts
  - f. Street improvements
  - g. Sidewalks
  - h. Electric lines
  - i. Any other utilities or services affected by the site.
- \_\_\_\_\_ 22. Parking layout and traffic control plan which shall include the locations, arrangements, and dimensions of the following:
  - a. Vehicle entrances, exits and drives
  - b. Handicapped pedestrian entrances, exits, walks and ramps
  - c. Vehicle parking spaces
  - d. Widths of vehicular traffic aisles
  - e. Truck loading and unloading spaces and docks
  - f. Proposed traffic control devices
- \_\_\_\_\_ 23. Location of existing and proposed signs.
- \_\_\_\_\_ 24. Landscaping plan conforming to the Landscape Regulations.
- \_\_\_\_\_ 25. Lighting plan conforming to the Lighting Regulations.
- \_\_\_\_\_ 26. Statistics for the proposed development:
  - a. Total lot area
  - b. Lot width
  - c. Total floor area of buildings
  - d. Floor Area Ratio (FAR) of all uses
  - e. Total lot area covered by structures
  - f. Total lot area covered by impervious surface
  - g. Percentage of lot covered by impervious surface
  - h. Height of structures in stories and feet
  - i. Setbacks of all buildings, structures and parking area (front, side and rear yard).
- \_\_\_\_\_ 27. The applicant shall provide any additional information, as determined by the Planning and Zoning Commission staff.