

City of Springfield
127 West Main Street
Springfield, KY 40069
PH: 859-336-5440 FAX: 859-336-5455

CHECKLIST FOR SUBMISSION OF A MAJOR SUBDIVISION PLAT

PRELIMINARY PLAT

- _____ Pre-Application conference requested.
- _____ Pre-Application conference held.
- _____ Planning Commission meeting date for preliminary plat
- _____ Existing Zoning _____ Required Zoning
- _____ Plat Prepared by:
Firm: _____
Address: _____

- _____ Contact Person: _____
- _____ Construction plans prepared by Professional Engineer
- _____ Utility availability letter:
 - _____ Kentucky Utilities
 - _____ Springfield Water/Sewer Commission
 - _____ Western Kentucky Gas
 - _____ Telephone Company
 - _____ Cable Television
- _____ Copy of Deed
- _____ Completed application and six (6) prints submitted twenty (20) days before meeting
- _____ Distribute copies to city and county agencies for comment
- _____ Preliminary plat specifications:
 - _____ Restrictive Covenants
 - _____ Six 18" x 24" or 24" x 36" prints of the plat
 - _____ Title Block
 - _____ Subdivision Name
 - _____ Record name and mailing address of the property being subdivided.
 - _____ Name and mailing address of the property owner and developer's engineer
 - _____ Graphic Scale, written scale, north point, date of preparation, and other pertinent legend data

_____ Location Sketch

_____ Lot Design

_____ Drawn at scale of 100 feet or less to the inch

_____ Existing boundary liens (location, distance and bearing)

_____ Streets (names, right-of-way widths, approximate grades on adjacent streets to and within the proposed subdivision)

_____ Utilities (the location and size of all utilities and easements adjacent to and within the proposed subdivisions)

_____ Topography (contours with 5 foot intervals, referenced to U.S.G.S. datum)

_____ Subsurface conditions (when required soil percolation)

_____ Other conditions (water courses, marshes, etc.)

_____ Conditions of adjacent land (slope, railroads, etc.)

_____ Proposed Development on tract

_____ Streets (proposed names, r-o-w and pavement widths, approximate grades and direction)

_____ Other rights-of-way or easements (location, width, and purpose)

_____ Lots and setback lines (location and distances of all lot lines and lot numbers)

_____ Set back lines (the location of proposed building setback lines with dimensions showing the set back from streets, right-of-way)

_____ Public sites (name, acreage, and use of any sites proposed for public, such as parks, playground and school sites)

_____ Multi-family and non-residential uses (the acreage and use of non-public users such as multi-family dwelling, shopping centers, churches, etc.)

_____ Other materials (when tract shown on plan represents only a portion of the developers holdings, an additional sketch shall be required to illustrate the proposed street layout for the remainder of the tract)