



## **Planning Commission**

**PO BOX 36  
861 E. 5<sup>th</sup> Avenue  
Calvert City, KY 42029  
(270)395-7138**

### **CHECK LIST FOR MINOR PLAT APPROVAL**

1. **SUBDIVISION:** The division of a parcel of land into three (3) or more lots of parcels. Also, any division or re-division of land into parcels of less than one (1) acre occurring within twelve (12) months following a division of the same land.
2. To qualify as a “Minor Subdivision”, the proposed subdivision must not involve the creation or construction of any public passways or public infrastructure and must not propose the division of a single parcel into more than four (4) separate parcels. In the case of “re-subdivision”, not more than four (4) lots or parcels may be affected.
3. The Owner’s Certification Block (referenced below) must appear on the plat and must be signed by all of the owners of the entire parcel being subdivided.
4. The City Administrator shall give written notice, by first class mail, to all adjoining landowners, not less than seven (7) days prior to the date on which the proposed subdivision plat is reviewed by the Chairman of the Planning Commission, unless written waivers (on forms provided by the City Administrator) are signed by all adjoining landowners.
5. All affected utility providers must provide a written statement that they have reviewed the proposed subdivision and consent.
6. Plat Requirements:
  - (a) The **entire parcel** being subdivided must be shown on the plat, along with all resulting lots or parcels.
  - (b) Plats shall be 24” x 36”.
  - (c) The first page of the plat shall contain:

- (1) name of subdivision;
  - (2) address or locality of the subdivision;
  - (3) name and address of engineer or surveyor;
  - (4) written scale;
  - (5) date of preparation;
  - (6) graphic scale;
  - (7) north indicator
  - (8) name and address of developer;
  - (9) name and address of owner;
  - (10) graphic legend
  - (11) vicinity map at scale greater than or equal to 1" = 2,000 ft.
- (d) Boundaries of subdivision shall be in heavy solid line.
  - (e) Plat shall indicate acreage of the lots.
  - (f) Graphic depiction of all existing buildings and structures.
  - (g) Location and widths of right-of-way, with pavement widths of all adjoining streets.
  - (h) Plat scale shall be no less than 1" = 50 ft. unless special permission is granted by the Zoning Compliance Officer.
  - (i) Adjoining properties shall have their intersections with the subdivision illustrated by dashed lines.
  - (j) Names and addresses of adjacent property owners shall appear on the plat and copies of current deeds to all adjoining properties shall be attached.
7. Two (2) copies of the subdivision plat shall be provided for retention by the Planning Commission.
8. Plat must contain the following certification blocks, with appropriate signatures as indicated:

**OWNERS CERTIFICATION**

I (We) do hereby certify that I am (we are ) the owner(s) of record of the property platted herein which is recorded in Deed Book \_\_\_\_, page \_\_\_\_, in the Marshall County Clerk's Office, and do hereby adopt this plan for lots for this property.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owners

REGISTERED  
SURVEYOR'S CERTIFICATION  
OF ACCURACY

I hereby certify that this plat was prepared by me or under my direction, that all monuments indicated hereon actually exist and their locations, size, and material are correctly indicated; the information shown hereon is correct to the best of my knowledge and belief; and all requirements of the Subdivision Regulations of the City of Calvert City have been fully complied with.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Land Surveyor  
(Seal or Stamp)

COMMISSION'S CERTIFICATION

I hereby certify that this record plat was approved by the Chairman on behalf of the Calvert City Planning Commission on \_\_\_\_\_, 20\_\_, an is now eligible for recording in the records of the Marshall County Clerk.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Commission Chairman