

*This brochure is intended to be used as a reference for the Minor Subdivision review process. It is not intended to replace or amend the existing regulations governing the review process. For additional information and regulations, please refer to the **Subdivision and Development Regulations** for Georgetown-Scott County.*

MINOR SUBDIVISION REVIEW PROCESS

Minor agricultural plats (proposing no new roads) do not require a full Planning Commission hearing.

1. Have a survey prepared by a registered land surveyor. Your surveyor is responsible for preparing a survey that meets both your specifications, 201 KAR 18:150 and all requirements of the *Subdivision & Development Regulations* and the *Zoning Ordinance*. It must be 18" x 24" format.

Ask your surveyor what administrative services they provide such as submitting the survey for review, and obtaining certification signatures. Some surveyors will include these tasks in their standard fee, while some will perform the services for extra cost.

2. Obtain certification signatures. The following signatures are necessary:

- The property owner(s)
- The surveyor
- Scott County Health Department

3. Submit the survey to GSCPC for review. Submit six paper copies (with original signatures) of the survey and the \$125 review and recording fee to the GSCPC office. The GSCPC staff will conduct an administrative review of the plat. Once the review is complete, staff will contact your surveyor with any corrections that they identify. Your surveyor must make all needed corrections prior to the filing of your plat. **You or your surveyor may want to submit a preliminary copy of the plat before obtaining all required signatures.**

4. Final certification and recording of your plat. Once all corrections are made and signatures obtained, the GSCPC staff will provide a final certificate for approval and record the plat for you. Once the plat is recorded, staff will forward a copy of the plat to the Building Inspection Office and retain one copy for our records. The official copy is kept in the County Clerk's Office located on the first floor of the Scott County Courthouse (502) 863-7875.

5. Additional copies of plats. Keep the additional copies for your records (multiple owners, attorney). A final plat is necessary for deed preparation and obtaining a building permit.

WHAT ELSE SHOULD I KNOW?

- Minor agricultural plats do not require a full Commission hearing unless the parent tract has been subdivided after July 14, 1999.

- All lots must be a minimum of 250 feet wide at the building line. The building line is at least 50 feet back from the right-of-way or property line of the property.
- The minimum lot size is 5.0 acres with 50' setbacks from all property lines.
- For tracts without road frontage, an access easement must be shown from a public right-of-way to that tract. **No more than three tracts may utilize an access easement (driveway).** Further subdivision of lots with access to this driveway (or access easement) must be approved by the full Planning Commission and the easement may require improvement to public street standards, including an approved road name in accordance with the *Street Name and Numbering Guide*. The driveway (or access easement) is not a public road and will not be maintained by Scott County.
- Entrance onto a State-maintained road will require an entrance permit from the KYTC-District 7 office.
- Blue-line streams as shown on the Geological Topographic Maps require a Division of Water permit for stream crossings.
- An address to your property will be assigned by the E-911 Coordinator at the issuance of the building permit.

IMPORTANT NUMBERS TO KNOW

Planning Commission

230 East Main Street
Georgetown, KY 40324
(502) 867-3701
(502) 867-3725 FAX

Health Department

198 East Washington Street
Georgetown, KY 40324
(502) 863-3978

Building Inspection

800 Cincinnati Pike, Suite 4
Georgetown, KY 40324
(502) 863-9802

Scott County Road Department

1080 Cincinnati Pike
Georgetown, KY 40324
(502) 863-7854

E911 Coordinator

101 East Main Street
Georgetown, KY 40324
(502) 863-7850

KYTC-District 7

P.O. Box 11127
Lexington, KY 40512
(859) 246-2355

Division of Water

14 Reilly Road
Frankfort, KY 40601
(502) 564-3410

Planning Commission Staff

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Perry Johnston, Engineering Technician

Earl Smith, GIS Manager

Jeremy Manning, GIS Technician/IT Spec.

Todd Reidenbach, GIS Technician

Charles M. Perkins, Attorney

Mary Snyder, Office Manager/
Payroll Administrator

Carolyn Martin, Receptionist/
Administrative Assistant

This brochure is for minor subdivision review and is intended to provide brief direction for submitting a minor subdivision plat. It should not be construed as definitive instructions for your submittal. These instructions are general in nature and the Planning Commission staff reserves the right to request additional information on any specific plat.

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MINOR SUBDIVISION REVIEW PROCESS AND STANDARDS