



GEORGETOWN - SCOTT COUNTY PLANNING COMMISSION

DEVELOPMENT SERVICES BUILDING
230 EAST MAIN STREET
GEORGETOWN, KENTUCKY 40324
PLANNING ZONING G.I.S. ENGINEERING

Earl Smith, Director of Development Services

Procedure/Checklist for Final Dedication of Public Infrastructure

First: Notify planning commission of intent to dedicate and complete the following:

- Verify that subdivision/section meets occupancy requirements (80% for city, 50% for county).
- Clean and flush all storm sewers to allow for a visual inspection.
- Contact electric provider or City Engineer regarding completion of street light installation.
- Review the following items and complete any needed work:

Streets:

- Pavement condition – any failed areas need to be repaired (and witnessed by PC according to severity)
- Verify that no other street cuts are needed (street light conduit, storm/utility repairs)
- Check for proper drainage and location of any milling needed to achieve minimum 1" surface.
- Curb and gutter – repair any major cracking or separation, painted yellow at fire hydrants (10' each way)
- Roadway shoulder – check for width, condition, and erosion
- Sidewalks – check for grade and location, jointing or any major cracking (replace entire panel for repair)
- Handicap ramps – check location, slope, cracking and overall accessibility
- Signage – All signage is installed (street, stop, no-parking, pvmt markings, etc.) and is MUTCD compliant

Drainage:

- Catch Basins – check for debris, structural damage or severe cracking, properly sealed (grouted)
- Storm Pipe/Culverts – check for debris or blockage, sagging or deflection, cracking or joint separation
- Headwalls – structural damage/separation from pipe, fencing, erosion, channel protection, grates
- Ditches – location, positive flow, eroding areas or sediment deposits,
- Detention areas – volume, erosion or sediment, functioning as designed (may require engineer verification)
- Water Quality – functioning as designed and has been serviced/cleaned out

Other:

- Asbuilt Drawings – Complete and match current conditions (to be submitted to City Engineer)
- Landscaping – check for location, completion and health
- Fencing – any exterior or required fencing is complete
- Any other local, state or national permit work (KYTC, COE, DOW) is completed.
- Items from conditions of approval or special Planning Commission requirements

Second: Contact planning commission engineer for walk-through and final punch list.

Third: Check the following list, clean streets and apply tack coat and final surface pavement.

- Street lights and other storm/utility repairs are completed and approved
- Punch list items are completed and planning commission engineer has approved any street/curb repairs
- Manhole rims/valve structures are properly adjusted for surface height

Final: Contact planning commission engineer for review of final surface and punch list. If all items are acceptable at this time, approval/dedication eligibility and bond release letter(s) will be sent out. Formal dedication procedures may then occur at the City Council or Fiscal Court*.

* Fiscal Court requires a waiting period of two years and a homeowner petition for acceptance.