

## MINOR PLAT CHECKLIST

*Please submit plat review fee in the amount of \$150.00*

### BASIC INFORMATION

1.  Purpose statement
2.  Title of the Plat
3.  Owner's name and address
4.  Surveyor's name, address and seal
5.  Site Address
6.  Lot \ Parcel names
7.  Zoning and current land use
8.  Source of Title
9.  Plat date
10.  Revision date
11.  North Arrow
12.  Vicinity sketch map, at a scale of two thousand (2,000) feet to one (1) inch or greater, showing the subject property and surrounding land within one-half (½) mile, and including existing roads with at least one intersection of common reference, scale, north arrow, and an outline of the subject property. Boundary lines and streets in adjacent subdivisions shall be shown, along with how they connect with streets in the proposed subdivision, to assure the most advantageous development.
13.  Legend
14.  Give scale both graphically and in word (1" =200' maximum).

### CERTIFICATES

1.  Ownership and Dedication
2.  Accuracy and Adequacy (KY Licensed Land Surveyor)
3.  City of Richmond Approval for Recording

Additional certificates \ signatures may be requested once reviewed

## **PLAT ELEMENTS**

1.  Street names
2.  Property lines with bearings and distances
3.  Resulting lots and area, with each lot enumerated \ labeled
4.  Ownership, deed book & page, plat book and page and Zone of all adjacent property owners within 200 linear feet of the perimeter of this boundary.
5.  Right of way (with widths shown)
6.  Acreage of site
7.  Existing structures' location, dimensions, use, and distance to property lines
8.  If the property fronts on a state highway with no entrance, obtain and submit with the plat, a properly signed State Highway Encroachment Permit and a copy of the approved Entrance plans by the state
9.  Depict the dimensions of all lots.
10.  Line and curve chart if needed labeling bearings, distances, radii, length of arc and chords with bearing and distances
11.  Front, side, and rear building setback lines pertaining to zone. Any recorded utility and drainage easements
12.  Corner monumentation labeled and described as set or found with size, material, cap color, and L.S number
13.  Submittal of a digital geo-referenced copy of the plat/plans in accordance with the City of Richmond digital submittal requirements and ordinance.

## DEVELOPMENT PLAN CHECKLIST

*Please submit plat review fee in the amount of \$450.00.*

### BASIC INFORMATION

1.  Purpose statement
2.  Title of the Plat
3.  Owner's name and address
4.  Engineer's and Surveyor's name, address and seal
5.  Site Address
6.  Lot \ Parcel names
7.  Zoning and current land use
8.  Source of Title
9.  Plat date
10.  Revision date
11.  North Arrow
12.  Vicinity sketch map, at a scale of two thousand (2,000) feet to one(1) inch or greater, showing the subject property and surrounding land within one-half (½) mile, and including existing roads with at least one intersection of common reference, scale, north arrow, and an outline of the subject property. Boundary lines and streets in adjacent subdivisions shall be shown, along with how they connect with streets in the proposed subdivision, to assure the most advantageous development.
13.  Legend
14.  Give scale both graphically and in word (1" =200' maximum).
15.  Add a statement that "this plat is not for record" by having it placed on the Development Plan.
16.  Copy of an Approved Notice of Intent from the State of Kentucky.
17.  City of Richmond Development Plan General Notes.
18.  If the property fronts on a state highway with no entrance, obtain and submit with the plat, a properly signed State Highway Encroachment Permit and a copy of the approved Entrance plans by the state.

### CERTIFICATES

1.  Compliance, Ownership and Dedication for Public Infrastructure
2.  Accuracy and Adequacy (KY Licensed Engineer \ KY Licensed Land Surveyor)
3.  City of Richmond Approval
4.  City of Richmond Planner
5.  Building Codes Official
6.  Richmond Fire Department
7.  Post Master
8.  All appropriate utility provider signature lines associated with this Development Plan. Additional certificates \ signatures may be requested once reviewed.

## PLAT ELEMENTS

1.  Street names
2.  Property lines with bearings and distances
3.  Resulting lots and area, with each lot enumerated \ labeled
4.  Ownership, deed book & page, plat book and page and Zone of all adjacent property owners within 200 linear feet of the perimeter of this boundary.
5.  Right of way (with widths shown)
6.  Typical Street cross-sections showing roadbed construction, curbs, gutters, sidewalks, and relationship of underground utilities.
7.  Acreage of site
8.  Existing structures' location, dimensions, use, and distance to property lines
9.  Line and curve chart if needed labeling bearings, distances, radii, length of arc and chords with bearing and distances
10.  Front, side, and rear building setback lines pertaining to zone. Any recorded utility and drainage easements
11.  Cluster Box Units are applied if necessary and represented.
12.  Depict topography of the tract with contour intervals not greater than two (2) feet for the subject property. When topographic conditions warrant, a lesser contour interval of one (1) foot may be required. Contours shall be referenced to mean sea level. Significant features and existing contours shall be shown adjacent to the property, for a minimum distance of two hundred (200) feet.
13.  City of Richmond "Site Statistics Chart"
14.  Design sheets shall include details pertaining to but not limited to:
  - a. Site Layout, Grading and Drainage Plan, Storm Profiles, Utility Plan, Detail Sheets, Striping and ADA Plan, and Landscape Plan.
15.  Indicate any watercourses, ravines, existing bodies of water, forested areas, cemeteries, etc. on the property.
16.  Show the 100-year Floodplain Boundary with base flood elevation.
17.  Show the floodway
18.  Show boundaries of any setback from natural watercourses on the subject property which are left in their natural state and provide a note to reference that setback area stating: "There shall be no clearing, grading, construction or disturbance of vegetation except as permitted by Local, State and Federal Jurisdictions.
19.  Depict any new bodies of water, levies or forested areas.
20.  Ensure that the watershed below any dam \ impoundment is in common ground and free from all obstructions.
21.  All detention and/or retention areas for storm water run-off must be in common ground.
22.  Detention and/or retention basins must not be located in the floodway.

23.  Indicate any parks and other features of the proposed subdivision.
24.  Indicate total acreage of all common ground and recreation areas to the nearest one-tenth (1/10) of an acre.
25.  All lots must meet the minimum square feet of the zoning district. Corner Lots must be an additional 25% larger.
26.  All lots must meet the minimum lot width of the zoning district.
27.  Indicate the right-of-way (R.O.W.) widths and the pavement widths of all streets.
28.  Depict sidewalks on streets.
29.  Provide landscape buffer as required.
30.  Provide the minimum separation between street intersections (centerline to centerline) along major \ minor arterial, collector and local streets
31.  A note that all parking for vehicles must be provided off the public R.O.W.
32.  Indicate if any of the plat fronts on roads to be improved by the County or State.
33.  Stormwater Pollution Prevention Plan (SWPPP) per Chapter 10 of the City of Richmond Storm Water Manual
34.  Submittal of a digital geo-referenced copy of the plat/plans in accordance with the City of Richmond digital submittal requirements and ordinance.

## **Grading/Erosion Prevention and Sediment Control (EPSC) Plan Check List**

*Please submit a Land Disturbance fee of:*

*Commercial under 1 acre - \$100.00*

*Anything over 1 acre - \$400.00*

EPSC plans shall be prepared by a licensed professional engineer, drawn to an appropriate scale and shall include sufficient information to evaluate the environmental characteristics of the affected areas, the potential impacts of the proposed grading on water resources, and measures proposed to minimize soil erosion and off-site sedimentation. The owner/developer/contractor shall perform all clearing, grading and drainage in strict accordance with the approved plan.

### **The EPSC shall include:**

1. A site description that identifies sources of pollution to stormwater discharges associated with on-site construction activities.
2. Describe the function of the project
3. Sequential list of activities to be performed including at a minimum:
  - Clearing and grubbing;
  - Construction of erosion control devices;
  - Installation of permanent and temporary stabilization measures;
  - Grading;
  - Final grading or stabilization;
  - Implementation and maintenance of final erosion control structures;
  - Removal of temporary erosion control devices;
4. Total area of site and total area of disturbance, including off-site borrow/fill areas
5. List water quality classification of receiving waters as defined by KDOW

### **Project Site Map/Drawing**

1. Vicinity map;
2. Property boundary of project;
3. A clear and definite location of surrounding area's watercourses including, streams, natural or artificial water storage areas, sinkholes, springs, wetlands, riparian zones, and other significant geographic features. Clearly delineate any vegetation to be saved.
4. Location of roads and other significant structures;

5. Anticipated drainage patterns and slopes after major grading activities, including impervious structures, discharge points (outfalls) with its associated flows, and specific limits of disturbance;
6. Location of areas that will be disturbed including fill and borrow areas. Include an additional project site map/drawing if borrow or fill areas are located off-site;
7. Location and types of BMPs for erosion protection and sediment control including provisions to preserve topsoil and limit disturbance;
8. Location of equipment and material storage areas necessary for the project;
9. Location of Good Housekeeping protocols (e.g., waste management provisions, adequate material staging areas, spill prevention and response, etc.);
10. Location of potential pollutant sources;
11. A clear and definite delineation of any one hundred (100) year floodplain on or near the site;
12. Provide an indication of scale used. Scale must be smaller than 1" =200' and must be a standard engineering scale, such as 30, 40, 50, 60, or 100.
13. Any BMPS may be selected provided that they are proven to be equally or more effective than the equivalent best management practices as contained in the Kentucky Erosion Prevention and Sediment Control Manual and Field Guide or the City of Richmond's minimum standards.
14. The plan shall be signed by a professional engineer and certified in accordance with the signatory requirements in 401 KAR 5:065, Section 2(1).
15. A current copy of the plan shall be readily available to the construction site from the date of project initiation (NOI) to the date of Notice of Termination (NOT).
16. All other requirements of a EPSC Plan as defined in the current KPDES general permit for construction activities.

### **Design and Maintenance Requirements**

1. Ensure that BMPs selected minimize the amount of disturbance and time the disturbed area is exposed.
2. The design, testing, installation, and maintenance of erosion protection and sediment control operations and facilities shall adhere to the criteria, standards and specifications as set forth in the most recent version of the Kentucky Erosion Prevention and Sediment Control Manual and Field Guide or City of Richmond's minimum standards.
3. At a minimum, the following requirements shall be met:

- a. Cut and fill slopes shall be no greater than 2H:1V, unless approved by the approving agency.
- b. Clearing and grading, except that necessary to establish sediment control devices, shall not commence until sediment control devices have been installed.

**Erosion control methods shall include the following**

1. Phasing of clearing and grading operations for all sites;
2. Soil stabilization by seeding/mulching within 14 days of mass grading operations for borrow (excavation) and fill areas;
3. Stabilizing soil stockpiles at the end of each workday;
4. Installing diversion ditches or other techniques where upland runoff occurs past disturbed areas;
5. Sediment control measures shall effectively minimize such discharges for storm events up to and including a 2-year, 24-hour event;
6. Sediment control methods shall include installing retention facilities, sedimentation basins and traps, or other similar facilities at the most downstream runoff location within the site.
7. Waterway (creeks, ditches, etc.) protection shall include the installation of a temporary stream crossing, on-site storm water drainage system and stabilized outlets.
8. Prevention of mud and debris onto public roadways by construction equipment and vehicles shall include the installation of crushed stone construction entrances or an on-site tire washing station at the point of ingress and egress to the public roadway.
9. All BMPs shall be maintained in an effective, operating condition. A schedule of maintenance activities during and after construction of graded surfaces, EPSC facilities, and drainage structures shall be developed to ensure proper function of these devices.
10. Maintenance measures shall be performed before the next storm event.

The Department of Codes and Planning may increase or decrease the number of required inspections as deemed necessary to ensure an effective Plan and shall have the right to enter the property of the permittee without notice.

The permittee shall prepare an inspection report after each self-inspection and shall keep copies at the job site at all times, and may be required to fax or email the inspection report to the Approving Agency, if deemed necessary. At a minimum the inspection report shall include the date, time of day, name of the person conducting the inspection, company represented, scope of the inspection, major observations relating to the SWPPP and BMPs installed, appropriate photographs, and subsequent changes. The Department of Codes and Planning has the right to make regular inspections to ensure the validity of the inspection reports.



The permittee shall be self-policing and shall correct or remedy any EPSC measures that are not effective or functioning properly at all times during the various phases of construction. All updates to EPSC measures shall be accurately noted on the plan.

The plan must be updated throughout the construction project and available for on-site review.

A project shall be considered in conformance if soils have been prevented from being deposited onto adjacent properties, rights-of-ways, public storm drainage system, or wetland or watercourse for a storm event up to the maximum defined design criteria and any cleanup/maintenance observed to be needed is performed before the next storm event

## PRELIMINARY PLAT CHECKLIST

*Please submit plat review fee in the amount of \$300.00.*

### BASIC INFORMATION

1.  Purpose statement
2.  Title of the Plat
3.  Owner's name and address
4.  Engineer's and Surveyor's name, address and seal
5.  Site Address
6.  Lot \ Parcel names
7.  Zoning and current land use
8.  Source of Title
9.  Plat date
10.  Revision date
11.  North Arrow
12.  Vicinity sketch map, at a scale of two thousand (2,000) feet to one(1) inch or greater, showing the subject property and surrounding land within one-half ( $\frac{1}{2}$ ) mile, and including existing roads with at least one intersection of common reference, scale, north arrow, and an outline of the subject property. Boundary lines and streets in adjacent subdivisions shall be shown, along with how they connect with streets in the proposed subdivision, to assure the most advantageous development.
13.  Legend
14.  Give scale both graphically and in word (1" =200' maximum).
15.  Add a statement that "this plat is not for record" by having it placed on the preliminary plat.
16.  Copy of an Approved Notice of Intent from the State of Kentucky.
17.  City of Richmond Preliminary General Notes
18.  If the property fronts on a state highway with no entrance, obtain and submit with the plat, a properly signed State Highway Encroachment Permit and a copy of the approved Entrance plans by the state

### CERTIFICATES

1.  Compliance, Ownership and Dedication for Public Infrastructure
2.  Accuracy and Adequacy (KY Licensed Engineer \ KY Licensed Land Surveyor)
3.  City of Richmond Approval

4.  City of Richmond Planner
5.  Richmond Fire Department
6.  Post Master
7.  All appropriate utility provider signature lines associated with this Preliminary Plat

Additional certificates \ signatures may be requested once reviewed.

## **PLAT ELEMENTS**

1.  Street names
2.  Property lines with bearings and distances
3.  Resulting lots and area, with each lot enumerated \ labeled
4.  Ownership, deed book & page, plat book and page and Zone of all adjacent property owners within 200 linear feet of the perimeter of this boundary.
5.  Right of way (with widths shown)
6.  Total acreage of site
7.  Existing structures' location, dimensions, use, and distance to property lines
8.  Line and curve chart if needed labeling bearings, distances, radii, length of arc and chords with bearing and distances
9.  Front, side, and rear building setback lines pertaining to zone. Any recorded utility and drainage easements
10.  Depict all parking for cluster box units
11.  Depict topography of the tract with contour intervals not greater than two (2) feet for the subject property. When topographic conditions warrant, a lesser contour interval of one (1) foot may be required. Contours shall be referenced to mean sea level. Significant features and existing contours shall be shown adjacent to the property, for a minimum distance of two hundred (200) feet.
12.  City of Richmond "Site Statistics Chart"
13.  Depict any and all phasing to be followed clearly.
14.  Indicate any watercourses, ravines, existing bodies of water, forested areas, cemeteries, etc. on the property.
15.  Show the 100-year Floodplain Boundary with base flood elevation.
16.  Show the floodway
17.  Indicate any parks and other features of the proposed subdivision.
18.  Indicate total acreage of all common ground and recreation areas to the nearest one-tenth (1/10) of an acre.
19.  All lots must meet the minimum square feet of the zoning district. Corner Lots must be an additional 25% larger.

20.  All lots must meet the minimum lot width of the zoning district.
21.  The developer must submit a letter requesting subdivision name approval to the Division of Planning & Zoning.
22.  Indicate any streets that will be private.
23.  Provide the minimum separation between street intersections (centerline to centerline) along major \ minor arterial, collector and local streets
24.  A note that all parking for vehicles must be provided off the public R.O.W.
25.  Indicate if any of the plat fronts on roads to be improved by the County or State.
26.  Submittal of a digital geo-referenced copy of the plat/plans in accordance with the City of Richmond digital submittal requirements and ordinance.

## CONSTRUCTION DRAWING CHECKLIST

*Please submit plat review fee in the amount of \$800.00*

### GENERAL CONSTRUCTION ELEMENTS

1.  Street names
2.  Property lines with bearings and distances
3.  Resulting lots and area, with each lot enumerated \ labeled
4.  Ownership, deed book & page, plat book and page and Zone of all adjacent property owners within 200 linear feet of the perimeter of this boundary.
5.  Right of way (with widths shown)
6.  Typical street cross-sections showing roadbed construction, curbs, gutters, sidewalks, and relationship of underground utilities.
7.  Acreage of site
8.  Existing structures' location, dimensions, use, and distance to property lines
9.  Line and curve chart if needed labeling bearings, distances, radii, length of arc and chords with bearing and distances
10.  Front, side, and rear building setback lines pertaining to zone. Any recorded utility and drainage easements
11.  Submittal of a digital geo-referenced copy of the plat/plans in accordance with the City of Richmond digital submittal requirements and ordinance.
12.  Depict topography of the tract with contour intervals not greater than two (2) feet for the subject property. When topographic conditions warrant, a lesser contour interval of one (1) foot may be required. Contours shall be referenced to mean sea level. Significant features and existing contours shall be shown adjacent to the property, for a minimum distance of two hundred (200) feet.
13.  City of Richmond "Site Statistics Chart"
14.  Design sheets shall include details pertaining to but not limited to:
  - a. Site Layout, approved phasing, Grading and Drainage Plan, Storm Profiles, Utility Plan, Detail Sheets, Roadway Sections and Profiles, Roadway Striping and ADA Plan and Landscape Plan.
15.  Indicate any watercourses, ravines, existing bodies of water, forested areas, cemeteries, etc. on the property.
16.  Show the 100-year Floodplain Boundary with base flood elevation.
17.  Show the floodway
18.  Show boundaries of any setback from natural watercourses on the subject property which are left in their natural state and provide a note to reference that setback area stating: "There shall be no clearing, grading, construction or disturbance of vegetation except as permitted by Local, State and Federal Jurisdictions.
19.  Depict any new bodies of water, levies or forested areas.

20.  Ensure that the watershed below any dam \ impoundment is in common ground and free from all obstructions.
21.  All detention and/or retention areas for storm water run-off must be in common ground.
22.  Detention and/or retention basins must not be located in the floodway.
23.  Indicate any parks and other features of the proposed subdivision.
24.  Indicate total acreage of all common ground and recreation areas to the nearest one-tenth (1/10) of an acre.
25.  All lots must meet the minimum square feet of the zoning district. Corner Lots must be an additional 25% larger.
26.  All lots must meet the minimum lot width of the zoning district.
27.  The developer must submit a letter requesting subdivision name approval to the Division of Planning & Zoning.
28.  Note that all streets will be constructed to City of Richmond public standards.
29.  Indicate any streets that will be private.
30.  Indicate the right-of-way (R.O.W.) widths and the pavement widths of all streets.
31.  Depict street grades for all streets.
32.  Depict sidewalks on streets.
33.  Provide landscape buffer as required.
34.  Provide the minimum separation between street intersections (centerline to centerline) along major \ minor arterial, collector and local streets
35.  Show required turn lanes and deceleration lanes (if applicable).
36.  A note that all parking for vehicles must be provided off the public R.O.W.
37.  Indicate if any of the plat fronts on roads to be improved by the County or State.
38.  Stormwater Pollution Prevention Plan (SWPPP) per Chapter 10 of the City of Richmond Storm Water Manual

## FINAL PLAT CHECKLIST

*Please submit plat review fee in the amount of \$300.00.*

### BASIC INFORMATION

1.  Purpose statement
2.  Title of the Plat
3.  Owner's name and address
4.  Engineer's and Surveyor's name, address and seal
5.  Site Address
6.  Lot \ Parcel names
7.  Zoning and current land use
8.  Source of Title
9.  Plat date
10.  Revision date
11.  North Arrow
12.  Vicinity sketch map, at a scale of two thousand (2,000) feet to one(1) inch or greater, showing the subject property and surrounding land within one-half (½) mile, and including existing roads with at least one intersection of common reference, scale, north arrow, and an outline of the subject property. Boundary lines and streets in adjacent subdivisions shall be shown, along with how they connect with streets in the proposed subdivision, to assure the most advantageous development.
13.  Legend
14.  Give scale both graphically and in word (1" =200' maximum).
15.  City of Richmond Final Plat General Notes

### CERTIFICATES

1.  Compliance, Ownership and Dedication for Public Infrastructure
2.  Accuracy and Adequacy (KY Licensed Engineer \ KY Licensed Land Surveyor)
3.  City of Richmond Approval for Recording
4.  City of Richmond Planner
5.  Richmond Fire Department
6.  Post Master
7.  All appropriate utility provider signature lines associated with this Final Plan

Additional certificates \ signatures may be requested once reviewed.

## PLAT ELEMENTS

1.  Street names
2.  Property lines with bearings and distances
3.  Resulting lots and area, with each lot enumerated \ labeled
4.  Ownership, deed book & page, plat book and page and Zone of all adjacent property owners within 200 linear feet of the perimeter of this boundary.
5.  Right of way (with widths shown)
6.  Existing structures' location, dimensions, use, and distance to property lines
7.  Line and curve chart if needed labeling bearings, distances, radii, length of arc and chords with bearing and distances
8.  Front, side, and rear building setback lines pertaining to zone. Any recorded and created utility and drainage easements
9.  Corner monumentation labeled and described as set or found with size, material, cap color, and L.S number
10.  All parking for cluster box units are represented.
11.  City of Richmond "Site Statistics Chart"
12.  Indicate any watercourses, ravines, existing bodies of water, forested areas, cemeteries, etc. on the property.
13.  Show the 100-year Floodplain Boundary with base flood elevation.
14.  Show the floodway
15.  Depict any new bodies of water, levies or forested areas.
16.  Ensure that the watershed below any dam \ impoundment is in common ground and free from all obstructions.
17.  All detention and/or retention areas for storm water run-off must be in common ground.
18.  Detention and/or retention basins must not be located in the floodway.
19.  Indicate any parks and other features of the proposed subdivision.
20.  Indicate total acreage of all common ground and recreation areas to the nearest one-tenth (1/10) of an acre.
21.  All lots must meet the minimum square feet of the zoning district. Corner Lots must be an additional 25% larger.
22.  All lots must meet the minimum lot width of the zoning district.
23.  The developer must submit a letter requesting subdivision name approval to the Division of Planning & Zoning.
24.  Indicate any streets that will be private.



25.  Indicate the right-of-way (R.O.W.) widths of all streets.
26.  Provide the minimum separation between street intersections (centerline to centerline) along major \ minor arterial, collector and local streets
27.  A note that all parking for vehicles must be provided off the public R.O.W.
28.  Indicate if any of the plat fronts on roads to be improved by the County or State.
29.  A note stating the type of light fixture and pole to be used for street lighting.
30.  Submittal of a digital geo-referenced copy of the plat/plans in accordance with the City of Richmond digital submittal requirements and ordinance.