



**DEVELOPMENT PLAN APPROVAL GUIDELINES  
Content and Format Standards**

**City of Elkton Zoning Ordinance  
Addendum**

**Adopted: \_\_\_\_\_, 2014**

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# **DEVELOPMENT PLAN APPROVAL GUIDELINES**

## **Content and Format Standards**

All major developments shall receive Development Plan approval according to the procedure described in this Addendum.

### **OPTIONAL INITIAL STEP**

Applicants may submit a conceptual plan of the proposed development to provide for consultation with Commission Engineer and Zoning Administrator.

### **PRELIMINARY DEVELOPMENT PLAN APPROVAL**

All applicants for Preliminary Development Plan approval shall obtain Plan approval pursuant to the procedure outlined below.

- A. Applicants must file six (6) copies of the Preliminary Development Plan for Planning Commission Approval and pay required fee. The Plan must:
  - 1. Be filed on the first working day of the month pursuant to the adopted Filing Deadlines and Review Schedule in the Planning Commission Office (generally six weeks prior to consideration by Planning Commission).
  - 2. Conform to the Content and Format Standards herein.
  - 3. Provide for adequate circulation and parking pursuant to the Zoning Ordinance Standards.
  - 4. Include, for approval by the commission engineer, Construction Plans and Specifications, which shall contain:
    - a. A description of all proposed new streets, parking lots, utilities, and access in accordance with these standards, and
    - b. The proposed Site Preparation Plan, which includes the grading plan, erosion control plan, and stormwater management plan in accordance with these guidelines and standards.
    - c. Landscaping Plan pursuant to the Landscape and Land Use Buffer section of this Ordinance.
- B. All applicants shall meet with members of the Technical Review Committee (TRC) at the scheduled meeting of the TRC to discuss the submitted plan and receive comments.
- C. By the “Response Date” in the Filing Deadline and Review Schedule, applicants shall:
  - 1. Respond to staff and TRC comments, in writing or in a meeting prior to the response date;

2. Submit three (3) revised Preliminary Development Plans (if revision is required);
  3. Submit ten (10) copies of the Preliminary Plan, as revised, reduced to 8.5" x 11" to the Planning Commission office for mailing to Commission members.
- D. Planning Commission shall consider the application for Plan approval at its regularly scheduled meeting.

If certain minor requirements have not been met, the Planning Commission may approve the Plan with Conditions of Approval, which must be met before it can be signed or the Final Development Plan submitted for approval.

- E. Applicants shall provide three (3) copies of the approved Final Development Plan to the Planning Commission office, which the Planning Commission Chair or designee shall sign, and one of which shall be returned to the applicant as the "owner's copy."

All applicants for development plan approval must obtain Final Plan approval pursuant to the procedure outlined below.

- A. Applicant must file three (3) original plans, with original signatures. There is no filing deadline for Final Development Plans.
- B. The Final Plan must be accompanied by an adequate bond or letter of credit to ensure that all site improvements required by these Development Regulations and the Zoning Ordinance shall be completed prior to occupancy of the site. Landscaping may be completed after occupancy but no later than one year of plan approval.
- C. Final Plans must be in conformity with the Contents and Format Standards and all changes or conditions required by the Planning Commission from the approved Commission must be noted.
- D. Any significant changes will be reviewed according to the adopted Filing Deadline and Review Schedule and considered by the Planning Commission at a regularly scheduled meeting for its approval or disapproval. Minor changes could be approved by the Commission Engineer or Chair.
- E. If the submitted Final Development Plan substantially conforms to the Plan that was approved by the Commission, if all certificates have been signed, and the requirements of the Planning Commission have been met, the Planning Commission Chair shall approve the Final Plan in writing using the Certifications Form in Appendix A, and shall mail a copy of the Plan to the applicant.
- F. Final Plans approved by the Planning Commission shall be certified as approved by the Planning Commission chair or designee on all three (3) of the original copies of the Final Plan. One original shall be designated the "official copy" and shall be retained in the files of the Planning Commission. One copy shall be designated "owner's copy" and shall be furnished to the property owner or applicant. The third copy shall be recorded in the Todd County Recording Office.
- G. No building permit shall be issued until the Final Plan has been signed. No Certificate of Occupancy shall be issued by the building inspector until all the improvements shown on the approved plan are

completed, inspected, and certified as approved by the Building Inspector, and/or bonded to secure the installation of landscaping.

## **CONTENT AND FORMAT**

The Development Plan and accompanying documents shall be submitted on uniform size sheets of either 18" x 24" or 24" x 36", and shall contain the following information in addition to the information shown on the approved Plan. If more than one sheet is required to show the development plan, an index of the same size listing all the sheets shall also be submitted. The following requirements are separated to show the basic information required for Development Plans.

## **BASIC REQUIREMENTS**

A. A title block to include:

The information in the title block of the approved Plan, except for the label, which shall read "Development Plan" as appropriate.

B. Addition to the legend:

The date of the original drawing, and any revision dates.

C. Addition to the information block:

Individual lot acreage for all lots.

D. All certifications as required in Appendix A.

E. Engineer's name, address, phone number, Stamp and Licenses number that is certifying the plans.

F. Existing contours at intervals of two (2) feet for the site and adjacent land up to fifty (50) feet from the site boundary.

G. The names of land owners, subdivisions or developments and zoning classification of all adjacent lots of record.

H. The bearings and distances of original property lines of the area to be developed, location of existing intersection, adjacent property lines, existing streets (including right-of-ways and names), easements, buildings, water courses, including floodplains and any streams courses and sinkholes, significant individual trees, or stand of trees. Also, trees must be shown on land within 50 feet of the boundary and off-site sinkholes which receive surface run-off from the existing site and/or proposed development shall be labeled and their low point marked.

I. The proposed location and dimensions of all new streets, alleys, lots, building lines and easements, including typical sections of each existing and proposed street keyed to the plan.

- J. Location of existing sanitary and storm sewers, water mains, culverts, electric, gas, cable television, and telephone lines, and other above ground and underground structures within the tract or immediately adjacent. The location and size of the nearest water main and sanitary sewer. The location and size of the nearest fire hydrants on all sides up to 500 feet from the proposed development.
- K. Location and type of existing and new monuments and pins, which shall be placed at the intersection of street center lines, changes in street direction, and the intersections and angles of the development boundary.

**Note:** All survey information shall be to the “Minimum Standards of Practice for Land Surveying in Kentucky.”

### **ADDITIONAL INFORMATION REQUIRED FOR DEVELOPMENT PLANS**

- A. Add to information block: the number of units and square footage of buildings.
- B. Show on the drawing of the proposed development:
  1. Proposed location, right-of-way, pavement width, and plans of new streets or driveways pursuant to Elkton Subdivision Regulations, including entrances or access points, typical sections, curbs and gutters, sidewalks, changes to existing streets, and street names, including a statement whether KYTC encroachment permit is required. **Note:** KYTC encroachment permit, if needed, must be received prior to final plan approval.
  2. Location and width of sidewalks or other walkways showing handicapped accessibility, slope, and material type.
  3. All parking areas including required and provided parking calculations, dimensions of spaces and aisles, Vehicular Use Area calculations pursuant to the Landscape and Land Use Buffer Ordinance, location and dimensions of islands, handicapped spaces, and striping.
  4. Building foot print, entrances and heights, loading and service areas for all buildings;
  5. Proposed sign locations, lighting, dumpster locations and screening, and any traffic control devices such as stop signs, stop bars, and arrows indicating direction of movement.

### **SITE PREPARATION STANDARDS**

#### **GRADING STANDARDS**

- A. General
  1. No physical disturbance shall occur on any site proposed for development, including borrow pits, but not including single family dwelling construction, unless a grading plan and an erosion control plan have been submitted to and approved by the Planning Commission Engineer.

2. The initial construction on any site shall conform to the approved erosion control plan, unless otherwise authorized in writing by the Planning Commission Engineer.

B. Erosion Control Plan Format, Contents and Standards

1. The water quality protection measures shall conform to the erosion and sediment control provisions in the Soil Conservation Service handbook dated November, 1969, Standards and Specifications for Soil Erosion and Sediment Control in Urbanizing Areas, which is hereby incorporated in this Ordinance by reference. Supplemental reports, data and additional information may be required by the Commission Engineer where necessary to demonstrate that these standards are met.
2. The Erosion Control Plan and specifications shall include all the following, except where specifically excluded by the Commission Engineer:
  - a. Existing contours with intervals of not more than two (2) feet where the slope is less than ten percent (10%). Proposed contours with intervals of one (1) foot where possible.
  - b. Location of the following:
    - i. All areas where ground will be disturbed noting nature of the disturbance;
    - ii. Soil type in those areas;
    - iii. Proposed location of stockpiled stripped topsoil, which shall not be in a natural drainway nor in close proximity to neighboring properties.
  - c. Specific proposed temporary water quality protection/erosion control measures during construction which shall include but not be limited to a silt fence around the downhill perimeter of the disturbed area and straw bales in outflow channels.
  - d. Specific proposed permanent water quality protection/erosion control measures during the life of the facility, including locations and specifications for vegetation or crushed stone.
  - e. Specific method of disposal of excess cut or demolition debris.
  - f. The Applicant's Certification stating that all land clearing, construction and development shall be done pursuant to the approved plan. (See Appendix A)

C. Grading Plan Format, Contents and Standards

1. The Grading Plan shall contain the following unless specifically excluded by the Planning Commission Engineer:
  - a. Existing and proposed contours and their intervals (not greater than two feet), including slope ratios in areas greater than 3:1.



- b. Existing and proposed spot elevations at intersections, finish floors (for development plans), high points, low points, and other points necessary to show effectiveness of grading, drainage, and tree preservation (where proposed).
  - c. A two-foot grading setback from property lines.
2. Grading pursuant to an approved Grading Plan shall conform to the following standards:
- a. Materials:
    - i. Topsoil shall be removed from all areas to be disturbed;
    - ii. The natural ground surface shall be prepared to receive fill by removing any vegetation or non-conforming fill;
    - iii. No fill or cut or operation of heavy equipment shall occur within the drip line of the existing trees designated to be preserved;
    - iv. No debris shall be stored in areas for roadways and/or building sites;
    - v. Topsoil moved during the course of construction shall be redistributed on all exposed unpaved areas to provide an even cover and shall be stabilized by seeding, planting, or mulch within 21 days.
    - vi. Excess cut or demolition debris shall not be deposited in a natural drainway or sinkhole. Water quality and erosion protection measures shall be implemented on all off-site storage sites within the control of the developer.
  - b. Fill:
    - i. No organic material or topsoil shall be permitted in the fill;
    - ii. No rock or similar irreducible material with a maximum dimension greater than twelve inches shall be buried or placed in fill unless approved by the Planning Commission Engineer;
    - iii. Fill, including pre-existing fill, shall be compacted in no greater than one-foot layers to a minimum of 95% of maximum density (ASTM, 99, current) when supporting structures or streets are to be constructed on the fill or if that compaction is necessary as a safety measure to aid in preventing the saturation, slipping, or erosion of the fill;
  - c. Slope stability:
    - i. Cut slopes shall not exceed 2:1 without a retaining wall, unless benched into sound bedrock or other competent material, or unless it can be demonstrated that the slope is stable through bedrock outcrop or similar condition.
    - ii. No compacted fill shall be made which creates an exposed surface steeper than 2:1.

- iii. Filling shall not be permitted on natural slopes steeper than 2:1 unless an analysis proving the stability of the soil is submitted to and approved by the Planning Commission Engineer.
- iv. On slopes exceeding 25% (15 degrees), special engineering requirements consistent with accepted engineering practices may be required. This shall also apply to soils with an excessive shrink-swell factor.

## **STORM WATER MANAGEMENT**

All developments shall be designed to insure that stormwater falling on the site shall be absorbed or detained on-site to the extent that the controlled release rate of stormwater runoff shall not exceed the pre-development stormwater runoff rate, for a 25-year 24-hour storm or a 10-year 1-hour storm, demonstrated by accepted engineering method in a Stormwater Management Plan.

### **Stormwater Management Plan Format, Contents and Standards:**

The required Stormwater Management Plan shall contain the following information unless specifically excluded by the Planning Commission Engineer.

- A. A topographic map of the project site and adjacent areas, of the same scale as the main site plan, unless the commission engineer requires a greater scale because of unusual site characteristics, which shall demonstrate the location of all existing:
  - 1. Streams, flood plains and calculated high water elevations;
  - 2. The shorelines of lakes, ponds, and wetlands;
  - 3. Sinkholes and their drainage areas;
  - 4. Detention basins including their inflow and outflow elevations and structures, if any; and
  - 5. All existing sanitary and storm sewers and their flowline elevations.
- B. The proposed stormwater management system drawn on a topographic map, which shall identify the location of all drainage structures including the following information:
  - 1. Flowline elevation, slope, type, and size of storm sewers and waterways discharging onto the site and receiving storm sewers and waterways at the points into which stormwater from the site will drain;
  - 2. Where existing channels or other open drainage facilities will be changed either by construction or by increasing the volume therein, show a profile and one or more cross sections of the existing and proposed channels or other open drainage facilities, showing existing conditions and the proposed changes thereto, together with the high water elevations expected from stormwater runoff and the relation of structures, streets, and other utilities to such channels;

3. Identification of the means by which open channels shall be protected from erosion (appropriate vegetative cover, lining or other treatment). **Note:** Sod or crushed stone may be required to stabilize drainage channels in highly erosive soils or slopes greater than 3:1. Earthen channel side slopes shall be no steeper than 2 to 1. Open channels with lining shall have a maximum gradient on side slopes of 67 percent. Channel side slopes steeper than 67 percent shall be designed as structural retaining walls.
4. Identification of an excess stormwater passage through the development, which shall, where feasible, preserve and utilize the existing natural drainage on the site, and demonstration that its capacity will transport the peak run-off from a 100-year 24-hour storm and that in such a storm, no water level will exceed the level of the first floor of any building;
5. Demonstration that proposed alterations to any natural drainways or creeks will not decrease their hydraulic capacity to the extent that water is moved to new off-site locations;
6. For all detention basins and inflow and outflow structures:
  - a. A plot or tabulation of storage volumes with corresponding water surface elevations, which shall have adequate capacity to contain the storage volume of tributary stormwater runoff with at least one (1) foot of freeboard above the water surface of overflow in the emergency spillway in a 100-year, 24-hour storm.
  - b. Design hydrographs of inflow and outflow for the 25-year, 24-hour or 10-year one hour events for the site under existing and developed conditions;
  - c. Demonstration that the floor of the basin will be constructed and compacted to provide at least a 2% minimum slope to the outlet pipe to ensure that detained waters fully drain and do not create a health and safety hazard or visual nuisance.
  - d. Demonstration that overflow for a storm in excess of the design capacity will be provided and designed to function as part of the excess stormwater passage.

**APPENDIX A**  
**CERTIFICATIONS AND EASEMENT DESCRIPTIONS**

**Form A**

CERTIFICATION OF AVAILABLE CAPACITY FOR WATER SERVICE

I hereby certify that Elkton Water and Sewer Department has the capacity within the water distribution system to supply the \_\_\_\_\_ (name of development) with water services. Provision of water service will be contingent upon the review and approval of all on-site and off-site plans and specifications for the proposed system, construction of the water distribution system by/at the cost of the developer, built to City approved specifications and approval by the City.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
GENERAL MANAGER

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**Form B**

CERTIFICATION OF AVAILABLE CAPACITY FOR SEWAGE SERVICE

I hereby certify that Elkton Water and Sewer Department has the capacity within the sewer collection system to supply the \_\_\_\_\_ (name of development) wither sewage disposal services. Provision of services will be contingent upon the review and approval of all on-site and off-site plans and specifications for the proposed system, construction of the sewer collection system by-at the cost of the developer, built to City approved specifications and approval by the City.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
GENERAL MANAGER

.....

**Form C**

CERTIFICATION OF OWNERSHIP AND DEDICATION

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of the development with my (our) free consent.

The following

1. Site shall be constructed and maintained in accordance with this plan. Any deviation from the plan, including landscaping, shall first be approved by the Planning Commission or the commission engineer.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(Owner Name Typed Here)

**Form D**

CERTIFICATION OF FINAL DEVELOPMENT PLAN APPROVAL

I hereby certify that the development plan shown hereon has been found to comply with the Development Regulations for Elkton, Kentucky, with the exceptions of such variances, if any, as are noted in the minutes of the Planning Commission and that it has been approved for construction and obtaining building permits.

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Chair, Elkton Planning Commission

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**Form E**

DRAINAGE EASEMENT DESCRIPTION

Drainage easements contain stormwater channels, stormwater storage areas/facilities, and access rights for maintenance of such facilities. No channel alteration or construction that would obstruct the flow of stormwater is allowed. There shall be no storage or disposal of grass clippings, trash, debris, or other potential obstructions that may wash into stormwater channels or storage areas.

(The drainage easement description shall also specify maintenance responsibilities.)

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**Form F**

UTILITY EASEMENT DESCRIPTION

Easements grant and convey to the Kentucky Utilities Company, their successors, assigns, and lessees, the right of ingress and egress is hereby granted to users of the utility easement as required to construct, operate, maintain and reinforce facilities within said easements.

## APPENDIX B DEVELOPMENT PLAN CHECK LIST

### DEVELOPMENT PLAN CHECK LIST

The following information should be included on the final plan presented for review by the Commission unless accompanied by a request for waiver. Samples of all certifications can be found in Appendix A.

	<u>YES</u>	<u>NO</u>
A. Uniform size sheets, 18" x 24" or 24" x 36"; index of the same size, if necessary.	_____	_____
B. Title block:		
o Name of the proposed development, city name, county name;	_____	_____
o Names, addresses, phone numbers of landowner(s) and developer(s);	_____	_____
o Name, address, phone number, and seal and/or stamp of the licensed engineer and/or registration number of land surveyor responsible for the plat.	_____	_____
o Label "Development Plan"	_____	_____
C. Legend:		
o North arrow	_____	_____
o Graphic Scale (not more than 1" = 100 ft.)	_____	_____
o Date of original and revisions	_____	_____
o Acreage of land to be developed	_____	_____
D. Vicinity map, 2,000 feet to the inch or greater.	_____	_____
E. Information Block:		
o Total gross acreage	_____	_____
o Acreage in R.O.W.	_____	_____
o Net acreage by zone	_____	_____
o Individual lot acreage for each lot	_____	_____
o other	_____	_____
F. Boundary lines of area being developed with accurate distances and angles; correct legal description of the property.	_____	_____

- G. Contours, not more than two (2) foot intervals \_\_\_\_\_
- H. Proposed right-of-ways, pavement widths, of new streets or private drives \_\_\_\_\_
- I. Proposed utility and other easements \_\_\_\_\_
- J. Parking areas including required data \_\_\_\_\_
- K. Grading Plan \_\_\_\_\_
- L. Sign locations \_\_\_\_\_
- M. Dumpster location \_\_\_\_\_
- N. Fire Hydrant location (existing or new) \_\_\_\_\_
- O. Statement of whether a KYTC entrance permit is required \_\_\_\_\_
- P. All relevant signature blocks and certificates \_\_\_\_\_
- Q. Location of 100 yr flood plain (if applicable) \_\_\_\_\_



**DEVELOPMENT PLAN SUPPLEMENTARY INFORMATION**

The following items of supplementary information shall be required, unless otherwise waived by the Planning Commission, and shall be included as part of the Development Plan approval process. These following plans need to be separate plans from the main site plan and have individual titles on the Supplement Plans (IE., Stormwater Plan, Landscape Plan, Erosion Control Plan).

	YES	NO
A. Street or private road plans with cross sections.	_____	_____
B. Water and Sanitary sewer plans (with proposed locations of lines only).	_____	_____
C. Storm Water Plans	_____	_____
D. Erosion Control Plans	_____	_____
E. Final Landscape Plan.	_____	_____

APPLICATION FOR DEVELOPMENT PLAN APPROVAL –ELKTON , KENTUCKY

Date \_\_\_\_\_

1. Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

2. Name of Surveyor or Engineer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

3. Name of Development \_\_\_\_\_

4. Is a zoning change requested? \_\_\_\_\_

5. If YES, the plan may not be approved until it conforms with the local zoning.

6. Do you propose deed restrictions? \_\_\_\_\_

(If YES, please attach a DRAFT copy)

7. List other materials submitted with this application.

	Item	Number
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____