#### BULLITT COUNTY JOINT PLANNING COMMISSION

149 N Walnut Street • Nina Mooney Courthouse Annex Building

P.O. Box 55 • Shepherdsville, KY 40165

(502) 955-6832 • 543-6832 • Fax (502) 543-1959 •

Once complete, please bring the application and supporting documentation to: Planning and Zoning, located at 149 N. Walnut Street. For more information, call (502) 543-6832 or visit <http://bcplannin6.wixsite.com/bullitt-county-pandz>.

**Project Information:**

|  |  |
| --- | --- |
| The purpose of this minor plat is: |  |
| Project Name: |  |
| Primary Project Address: |  |
| Additional Address(es): |  |
| Parcel ID: |  |
| Additional Parcel ID(s): |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Total number of lots created: (no more than 3) | |  | | The subject property contains | |  | acres. |
| Existing Zoning: |  | | |  |  | | |
| Deed Book(s) / Page Numbers1: | | |  | | | | |

Has the property been the subject of a previous development proposal (e.g., rezoning, variance, appeal, conditional use permit, minor plat, etc.)?☐ Yes ☐ No  
  
If yes, please list the case numbers:

|  |  |  |  |
| --- | --- | --- | --- |
| Case #: |  | Case #: |  |
| Case #: |  | Case #: |  |

**Contact Information:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Owner:** | | | | | | ☐ *Check if primary contact* | | | | | | | **Applicant:** | | | | | | | ☐ *Check if primary contact* | | | | |
| Name: | | |  | | | | | | | | | | Name: | | |  | | | | | | | | |
| Company: | | | | |  | | | | | | | | Company: | | | | |  | | | | | | |
| Address: | | | |  | | | | | | | | | Address: | | | |  | | | | | | | |
| City: |  | | | | | | | State: |  | | Zip: |  | City: |  | | | | | | | State: |  | Zip: |  |
| Primary Phone: | | | | | | |  | | | | | | Primary Phone: | | | | | |  | | | | | |
| Email: | |  | | | | | | | | | | | Email: | |  | | | | | | | | | |
| **Owner Signature (required):** | | | | | | | | | |  | | | | | | | | | | | | | | |
| **Owner Signature (required):** | | | | | | | | | |  | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Plan prepared by:** | | | | | | | ☐ *Check if primary contact* | | | | |
| Name: | | |  | | | | | | | | |
| Company: | | | | |  | | | | | | |
| Address: | | | |  | | | | | | | |
| City: |  | | | | | | | State: | ZIP:  Zip | Zip: |
| Primary Phone: | | | | | |  | | | | |
| Email: | |  | | | | | | | | |

**Certification Statement:** A certification statement must be submitted with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| I, |  | | , in my capacity as | | |  | , hereby |
|  | | | | | | *representative/authorized agent/other* | |
| certify that | |  | | is (are) the owner(s) of the property which | | | |
|  | | *name of LLC / corporation / partnership / association / etc.* | | |  | |  |
| is the subject of this application and that I am authorized to sign this application on behalf of the owner(s). | | | | | | | |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

**Please submit the completed application along with the following items:**

**SUPPLEMENTAL INFORMATION**

☐ A copy of the current recorded deed(s) for all property included in the division.

☐ A copy of the proposed deed (if applicable)

☐ Four copies of the Minor Subdivision Plat (Standard Format). Plat must be created by a Professional Land Surveyor registered in Kentucky. (Standard Format Plat is 8.5” x 14” unless allowed by Planning & Zoning)

* One digital copy email to [felicia.harper@twcbc.com](mailto:felicia.harper@twcbc.com)

**ALL OWNERS SIGNATURE’S NEED TO BE NOTARIZED**

**FEE** (Cash or check made payable to Bullitt County Fiscal Court)

☐ $25 Plats/Surveys containing two tracts or less.

☐ $50 Plats/Surveys containing 3 tracts.

**Resources:**

1. Deeds and plats can be found at the Bullitt County Clerk’s Office, located at the 1st floor of Bullitt Court Annex (149 N. Walnut St, telephone: 502-543-2513). Many deeds, plats and other records are available online at: <http://www.bullittcountyclerk.com/OnlineDeedRoom.asp>.
2. Adjoining property ownership information can be found at the Property Valuation Administrator (PVA) office, located on the 2nd floor of Bullitt Court Annex at (149 N. Walnut Street, telephone: 502-543-7480).

**Minor Plat Requirements:**

*Plats must be drawn to engineer’s scale and no larger than 8 ½ x14.*

**Description**

☐ Purpose statement

☐ Title of the Plat

☐ Owner’s name and address

☐ Surveyor’s name and address

☐ Site Address, if applicable

☐ Parcel ID number

☐ Zoning of property

☐ Plat date

**Map Elements**

☐ North Arrow

☐ Vicinity Map

☐ Legend

☐ Plat Scale

**Site Information & Labels**

☐ Street names, if applicable

☐ Property lines with bearings and distances

☐ Resulting lots and area, with each lot enumerated

☐ Location, ownership, tax id., deed book & page of all adjacent property owners

☐ Right of way / sidewalks (with widths shown)

☐ Acreage of site

☐ Existing structures’ location, dimensions, use, and distance to property lines

☐ Setback Lines

☐ All corners pinned

**Certificates**

☐ Land Surveyor’s Certificate

☐ Owner’s Certificate **ALL OWNERS SIGNATURE’S NEED TO BE NOTARIZED**

☐ Certificate of Approval for Planning Commission to execute