



Land Division or Site Development Plan Application (Including Preliminary Plat, Improvement Plan and Stages I & II Plans)

**Campbell County & Municipal
Planning & Zoning Commission**
1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

Phone: (859) 292-3880
Fax: (859) 547-1868

www.campbellcountyky.org

1. Project Located In:

- Unincorporated Campbell County **or** in the City of:
- Cold Spring Crestview Dayton Melbourne
- Silver Grove Southgate Woodlawn

2. Project Address: _____

3. Project/Subdivision Name: _____

4. Section/Phase Number: _____

5. PIDN: **999-99-**____ - ____ . ____ Zone: _____

6. Type of Application:

- Land Division Consolidation Plat Preliminary Plat Stage 1 Plan
- Land Addition Remainder Plat Improvement Plan Stage 2 Plan

6. **Property Owner's Name:** _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

7. **Applicant's Name:** _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

8. **Surveyor's Name:** _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

9. **Engineer's Name:** _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

10. Area Under Review: _____ Acres Number of Lots/ Units: _____

11. Preliminary Plat Approval Date: _____

12. Is the site subject to a:

Variance: Yes No If yes, date of approval? _____

Conditional Use Permit: Yes No If yes, date of approval? _____

Zone Change: Yes No If yes, date of approval? _____

13. Proposed Improvement(s):

14. Did you complete a pre-application meeting with staff? Yes No

15. **SIGNATURE:** I hereby certify that I am requesting this permit on behalf of all owners of the property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit. I understand and acknowledge that all fees are nonrefundable.

Applicant's Signature

Date

Property Owner's Signature

Date

Submission Requirements:

Conveyance Plats: (Land Additions, Land Divisions, Consolidation Plats and Remainder Plats)

- Survey Plat:** Attach **three (3) original** copies of the survey plat with an original signature and stamp by the Kentucky Licensed Surveyor.
- Legal Description:** Attach **three (3) original** copies of the survey plat with an original signature and stamp by the Kentucky Licensed Surveyor.
- Closure Statement:** Attach **one (1) original** closure statement with an original signature and stamp by the Kentucky Licensed Surveyor.
- Fee(s):** All fees are per current Fee Schedule. All fees are non-refundable.

Site Development Plans: (Preliminary Plats, Improvement Plans, Stage 1 Plans and Stage 2 Plans)

- Draft Plans:** Attach **two (2) original** copies of the draft plans and all supporting plans for staff review. (Supporting Plans include but are not limited to: lighting, landscaping, geotechnical, traffic, grading, etc.) Maps submitted separately from this application are subject to additional review fees.)
- Planning Commission Copies:** Upon approval of the draft plans above, you will be required to submit twenty (20) PRE-FOLDED copies of the Site Development Plan, Preliminary Plat or Stage I Plan as prepared by a Kentucky Licensed Surveyor.
- Final File Copies:** Upon approval of the draft plans above, you will be required to submit to staff two (2) final copies of the plans with all final supporting plans attached.
- Fee(s):** All fees are per current Fee Schedule. All fees are non-refundable.

In order for staff to properly evaluate this submittal, this application may be required to be submitted to, but not limited to, the following agencies:

- Campbell County Historical Society
- Campbell County Conservation District
- Cincinnati Bell Telephone
- Duke Energy/Owen County Electric
- Governing Fire District Marshall
- Kentucky Transportation Cabinet
- Kentucky Division of Water Floodplain Management
- Northern Kentucky Independent Health District
- Northern Kentucky Water Service District/Pendleton County Water District
- Sanitation District No. 1/City of Cold Spring
- United States Army Corp of Engineers
- United States Department of Agriculture National Resources Conservation Service

INFORMATION BELOW TO BE COMPLETED BY STAFF

FEE	DESCRIPTION	CODE
\$	Plan Review Fee	See Fee Schedule
\$	Lot/Dwelling Unit Fee*	LOT/UNIT01
\$	Land Area Fee**	ACRE002
\$	Other Fee	CREDITCARD
\$	TOTAL AMOUNT DUE	

DATE RECD: _____

Cash

Check #: _____

Check Name: _____

*For Residential Lots Only. **For Non-Residential Lots Only.



**Addendum to Zone Map Amendment or
Concept Development Plan
Currently Under Review**

BY

**Campbell County & Municipal
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**Waiver of 60 Day Time Requirement by Originator
For Final Planning Commission Action**

1. Project Address: _____
2. Project (Business) Name: _____
3. Property Owner's Name: _____
 Address: _____

 City State Zip
 Phone Number: _____ Email: _____
4. Applicant's Name: _____
 Address: _____

 City State Zip
 Phone Number: _____ Email: _____

In accordance with the provisions in KRS 100.211, the applicant(s) and property owner(s) or originators above, hereby waive the 60 day time limit for the Campbell County & Municipal Planning & Zoning Commission to take final action on my(our) Zoning Map Amendment and/or Concept Development Plan* application. This time limit waiver is considered effective immediately upon receipt by the Campbell County & Municipal Planning & Zoning Commission and expires on: _____.

5. _____
 Original Applicant's Signature Date
(Faxed, Photocopied or Scanned Signatures will not be accepted.)
- _____
 Original Property Owner's Signature Date
(Faxed, Photocopied or Scanned Signatures will not be accepted.)

NOTE:

- ★ The 60 day time limit applies to Zoning applications if the site was originally subject to a Zoning Map Amendment require as part of an individual request, county-wide Zoning Update or a land use/zoning study or plan.