



**CITY OF FRANKFORT  
PLANNING & BUILDING CODES  
DEPARTMENT  
P.O. Box 697  
Frankfort, Kentucky 40602  
Phone: (502) 352-2094 Fax: (502) 875-3579  
www.frankfort-ky.gov**

**OFFICE USE ONLY**  
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Payment Amt: \$\_\_\_\_\_  
MSP No:\_\_\_\_\_  
Rec'd By:\_\_\_\_\_

**MINOR SUBDIVISION PLAT APPLICATION**

**A. GENERAL INFORMATION**

APPLICANT: \_\_\_\_\_ check if primary contact

1. Name: \_\_\_\_\_
2. Company Name: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

PLAN PREPARED BY : \_\_\_\_\_ check if primary contact

1. Name of Surveyor or Engineer: \_\_\_\_\_
2. Registration Number: \_\_\_\_\_
3. Company Name: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_
5. Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

**B. SITE INFORMATION**

1. General Location of Property: \_\_\_\_\_
2. Street Address: \_\_\_\_\_
3. Name of Subdivision: \_\_\_\_\_
4. Type of Subdivision (Check appropriate box):  
 Minor Subdivision (5 or fewer lots)       Boundary line adjustment / technical revision  
 Consolidation of 2 or more lots       Family Conveyance
5. Zoning Designation of Property: \_\_\_\_\_
6. Existing Use of Property: \_\_\_\_\_

7. Proposed Use of Property: \_\_\_\_\_

8. Size of Property: \_\_\_\_\_ Acres or \_\_\_\_\_ Sq. Ft.

9. Number of Lots Shown: \_\_\_\_\_

10. Square Footage of Each Lot: \_\_\_\_\_

**C. SUPPORTING INFORMATION**

The following items must be submitted with this application:

1. One (1) full size paper copy plus one (1) pdf file **-OR-** the original mylar (no larger than 18" x 24") and four (4) copies of the Minor Subdivision Plat, containing all information specified on the attached checklist. The Frankfort-Franklin County Subdivision and Site Plan Regulations (available from this office) may be consulted for additional information about the requirements for minor plats.
2. Filing Fee: If no new lot created: (\$60)  
If new lot created: (\$100)

Checks should be made payable to the Frankfort-Franklin County Planning Commission.

3. A list of all adjoining property owners and their mailing addresses, obtained from the Property Valuation Office, must be submitted on an 8 1/2" x 11" sheet of paper (formatted to Avery 5160 labels). This list shall include all contiguous properties, as well as those located across any streets, highways, railroad tracks, or streams and rivers from the subject property.

*NOTE: Upon approval, a mylar is required for signatures.*

**I HAVE READ THE INFORMATION IN THIS APPLICATION AND HAVE FILLED IN ALL ANSWERS CORRECTLY TO THE BEST OF MY ABILITY.**

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Date

Note to Applicant:

Please ensure the above supporting information and each item on the attached checklist has been submitted. Incomplete submittals will be returned.

#### **7.04.04 Submittal Requirements for Minor Plats (and In-Family Conveyances)**

The following information shall be provided in graphic or written form, as necessary to satisfy the requirements. The **PLANNING DIRECTOR** shall be authorized to waive these informational requirements where deemed appropriate.

- A. All information requirements contained in Section 7.04.02 as applicable.
- B. Boundaries of property being subdivided and of all resulting **LOTS** showing all bearings or interior angles and distances as determined by an accurate survey in the field. All bearings and distances on the perimeter of the entire site shall follow in order. All resulting **LOTS** shall bear a tract or **LOT** enumeration.
- C. The location and description of all permanent monuments set at all points of change in direction of all boundary lines of all **LOTS**. Monuments shown shall be interconnected and dimensioned so that any registered land surveyor can lay out the **LOTS** in the **MINOR SUBDIVISION** correctly by referring to the plat alone without any additional information.
- D. The plat shall include a certificate of ownership and dedication, a certificate of acknowledgement, a **LAND SURVEYOR'S** certificate, a certificate of approval, a zoning conformance certificate, certificates reserving easements for utilities if applicable, residual land certificates if applicable, certificates of sewer extension if applicable, and a recorder's certificate reserved for the County Clerk. The **PLANNING DIRECTOR** and the Commission's legal counsel shall determine the form and content of all certificates. The **LAND SURVEYOR'S** signature and seal on the plat shall apply to all certificates and/or statements (except the Certificate of Approval) on the face of the plat.
- E. For **MINOR PLATS** of Consolidation the parcel to be transferred shall be labeled as Parcel 1; the recipient parcel as Parcel 2; and the remaining portion of the original parcel after consolidation shall be labeled as Parcel 3. The acreage and/or square footage of each parcel shall be shown. A notation shall be added, "Parcel 1 shall be sold or transferred only to Parcel 2 for consolidation purposes". For multiple consolidations, the developer shall consult with the **PLANNING DIRECTOR** to determine appropriate parcel labeling and the wording of consolidation note(s).
- F. For Minor Amendments to Existing Plats/Plans - All minor amended **SUBDIVISION PLANS** shall contain a note identifying the specific amendment(s) and its' purpose. Only such changes as are contained in this note shall be considered as approved. **LOT** layout information shall be as required for the original final plan. Additional requirements specific to each plan type shall be as follow: Easement Minor Amendment - the developer shall be required to submit a written statement from a properly designated representative of any beneficiary of the easement proposed to be modified stating that the beneficiary approves of the addition, release or modification being made.