



Louisville Metro Planning & Design Services

PRE-APPLICATION FOR MAJOR SUBDIVISION RECORD PLAT SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant PDS
 ONLY

- _____ _____ 1. Completed Planning & Design Application. Must have docket number, name of subdivision, and location. Make sure someone is checked as the contact person. **The person who completed the application must sign the application on the reverse side.** The owner is not required to sign the application.
- _____ _____ 2. Four (4) copies of the record plat tri-folded and prepared in conformance with Chapter 7 of the Subdivision Regulations (no signatures or surveyor's seal required for this submittal). **Must have State Plane Coordinates on all boundary line breaks.**
- _____ _____ 3. If ownership has changed since Preliminary Plan approval, submit the name and address of all persons having an ownership interest in the application including Articles of Incorporation, if applicable.
- _____ _____ 4. A copy of the current deed if ownership has changed since Preliminary Plan approval
- _____ _____ 5. Certification Statement, if the owner is in the form of a partnership, corporation, or company

Louisville Metro Planning & Design Services
444 South Fifth St.
Louisville, KY 40202

502-574-6230

Fax 502-574-8129



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_____ 6. Please advise the applicant that the following items are not required at the time of filing, but the case manager must receive them before the plat can be recorded.

Agency letters:

(Check the ones that are submitted.)

_____ MSD - construction plan and record plat approval

_____ Public Works - construction plan approval and bond receipt

_____ Bell South

_____ LG & E

_____ Louisville Water Company

_____ Health Department

_____ Cardinal Point Letter from surveyor

_____ Other items as required _____

_____ Current Deed for parcel being platted

_____ 7. No fee is required at this time.

The following information, if applicable.

_____ 8. Deed of Restrictions for proposed subdivision

_____ 9. Homeowners Association Articles of Incorporation with a stamp from the Kentucky Secretary of State and recorded in the Jefferson County Clerk's Office

_____ 10. Homeowners Association By-laws for proposed subdivision

_____ 11. Corporate Resolution

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For Staff Use Only

Date: _____ Staff: _____ Case #: _____

Do not accept application if required materials are not submitted

- _____ 12. Enter info into Hansen to obtain Case number.
- _____ 13. Stamp the date received on each page and plan.
- _____ 14. Write the docket number in **RED** ink on the lower right hand corner of each page and plan.
- _____ 15. Put all the materials together and place in the In-Coming Application Tray.

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