City of Richmond
Planning and Zoning
(859)-623-1000
239 West Main Street
Richmond. KY

Project Submittal Checklist

The following briefly outlines the Planning and Zoning (P&Z) plat/plan approval process submittal schedule of approval for engineers, surveyors, owners, and developers. *Any required item not submitted by the scheduled deadline can/will be removed from the agenda.*

1. Meet with the Planning and Zoning Official at least seven (7) days before any plat/plan is submitted to discuss requirements. (See D.O. Sec. 502.5)

2. **Submit plat/plans for Technical Advisory Committee (T.A.C) with Utility Providers**

   Submission Deadline: **Date:** _____ **Time: 11:00 a.m.**

   Technical Advisory Committee: **Date:** _____ **Time: 1:30 p.m.**

   - ☐ Completed and signed application.**
   - ☐ Completed plat/plan requirements checklist.**
   - ☐ Minimum of fifteen (15) full scale copies of plat/plan.
   - ☐ Minimum of two (2) full scale copies of the Erosion Prevention and Sediment Control Plan (E.P.S.C.).
   - ☐ Storm Calculation Worksheet completed with supporting attachments.***
   - ☐ Detention Basin Review checklist.***
   - ☐ Operation and Maintenance Agreement.***
   - ☐ Notice of Intent (NOI).***
   - ☐ Storm Sewer Plan Checklist.***
   - ☐ Other* _____

3. **T.A.C. Meeting:** Must have a knowledgeable representative present to answer questions and concerns pertaining to plat/plan. Items pulled from review at T.A.C will be resubmitted starting with step two (2).

4. Engineer/Surveyor will receive a list of comments/corrections from the T.A.C meeting by the following Friday. If not received via e-mail or fax, it is the responsibility of the Engineer/Surveyor to contact the P&Z Office.

5. **Submit for Work Session Meeting with the Planning and Zoning Commission**

   Submission Deadline: **Date:** _____ **Time: 11:00 a.m.**

   Planning and Zoning Work Session: **Date:** _____ **Time: 5:30 p.m.**

   - ☐ All comments/corrections from the T.A.C Meeting have been completed and shown on plat/plans.
   - ☐ Application fee $_____
   - ☐ Engineering review fees $_____
   - ☐ Minimum of Fifteen (15) Copies of plat/plan. Contact P&Z Office for approval to reduce the scale of these plans in an effort to conserve paper. If plans can be rescaled, a minimum of three (3) full scale copies are required with twelve (12) at a reduced scale.
   - ☐ Minimum of two (2) full scale copies of E.P.S.C. Plan.

6. **Work Session Meeting:** Must have knowledgeable representative present to answer questions and concerns pertaining to plat/plan. Plats/plans pulled from review will be resubmitted starting with step five (5). If more than one (1) month has lapsed or major design changes have occurred, plats/plans will be required to follow steps starting with step two (2).

7. Engineer/Surveyor will receive a list of comments/corrections from the Work Session Meeting by noon the following day. If not received via e-mail or fax, it is the responsibility of the Engineer/Surveyor to contact the P&Z Office.

8. **Submit for Business Session Meeting with the P&Z Commission**

Submission Deadline:	**Date: _____**	**Time: 11:00 a.m.**
P&Z Business Session:	**Date: _____**	**Time: 5:30 p.m.**

- ☐ All comments/corrections from the Work Session Meeting have been completed and shown on plat/plans.
- ☐ Minimum of fifteen (15) copies of plat/plan. Contact the P&Z Office for approval to reduce the scale of plans in an effort to conserve paper. If plans can be rescaled a minimum of two (2) full scale copies are required with twelve at the reduced scale.
- ☐ Minimum of two (2) full scale copies of E.P.S.C. Plan.
- ☐ Geo-referenced digital compliant to the City's GIS digital requirements.

9. **Business Session Meeting**: Must have a knowledgeable representative present to answer questions and concerns pertaining to plat/plan. All previous comments/corrections should be complete. Plats/Plans will only be approved contingent upon signatures at this point. *Plats/plans that fail to meet this requirement will be resubmitted for the following months Work Session Review and follow the guidelines starting with step five (5).*

* State and Federal Required Documents: All approved and completed State or Federal documents (i.e. Permits), shall be submitted at the T.A.C. deadline.

** One hard copy and one digital (in pdf format) are required. Document can be found at http://planning.richmond.ky.us

*** Two hard copies and one digital (in pdf format) are required.

Other Important Notes:

- Engineers/Surveyors must provide a response sheet pertaining to any comments or concerns previously received during the review/meeting process.
- Plat/plans are valid for one (1) year from the Business Session Meeting approval date.
- The Planning and Zoning Office will require two (2) full size copies of any plat/plan with signature approvals and one (1) geo-referenced digital, compliant with the City's GIS digital requirements.
- **Meeting locations:**
  - T.A.C and Work Session Meetings will be held in the First Floor Conference room of City Hall unless otherwise noted.
  - Business Session Meetings will be held in the First Floor City Hall Commission Chambers unless otherwise noted.