

MAJOR/MINOR
Development Plan Review Process
City of Madisonville, KY Zoning & Permits Office

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Chapter 156.075 (Madisonville, KY Code of Ordinances) DEVELOPMENT PLAN REVIEW CRITERIA

- (A) The Administrative Official is hereby authorized to review and approve or disapprove all minor development plans for structures and/or land uses within the City in accordance with standards set forth in this chapter. Minor development plan is defined as any proposed structure or combination of structures having 5,000 square feet or less, disturbing less than 1 acre and not involving street or utility extensions.
- (B) Major development plans are to be reviewed and approved or disapproved within the City in accordance with standards set forth in this Chapter, by the Administrative Official and the Administrative Official of the Planning Commission. Major development plan is defined as any proposed structure or combination of structures greater than 5,000 square feet, and/or on sites disturbing 1 acre or more and/or requiring street or utility extensions. Major development plans having a structure or combined structures greater than 20,000 square feet and/or are part of a larger development or redevelopment plan greater than 20,000 square feet require approval from the Hopkins County Joint Planning Commission (a \$200 review fee will be required made payable to the HCJPC).
- (C) Single family structures are exempt from these requirements.
- (D) All development plan reviews will be in conjunction with all pertinent utilities and departments (City and non-City).
- (E) A predevelopment meeting shall be held with the applicant and the Administrative Official(s) prior to the preparation and formal submission of a development plan. The intent of the predevelopment meeting is to enable the applicant to inform the Administrative Official(s) of the basic site design concept, advise the applicant as to potential issues or concerns and to generally determine the information to be included on the development plan. In order to accomplish these objectives, the applicant shall provide a rough sketch showing the location and dimensions of all structures, parking areas, points of ingress/egress, signs, landscaping and any anticipated changes in the site's natural features. Two copies of the sketch are required; one to be retained by the Administrative Official and the other returned to the applicant with any comments. The Administrative Official will determine the number of copies required for the formal submission of a development plan.
- (F) **Minor Development Plan Requirements** (Developments having 5,000 square feet or less and/or; disturbing less than 1 acre and/or not involving new streets or utility extensions). The development plan shall include the following:
 - (1) The plan shall be legible, drawn in ink and to scale, including vicinity map, north arrow, scale and date. Minimum scale 1"=60'. If more than 2 pages, an index sheet is required;

- (2) The title of the drawing, name, address and telephone number(s) of the owner and developer as well as the person responsible for preparing the drawing;
- (3) Where applicable, the plan must be stamped and dated with the certificate of a design professional (each sheet and drawing document shall be stamped and dated);
- (4) A copy of the deed and any recorded plat of the property;
- (5) PVA map and parcel numbers and the property address;
- (6) The boundaries of the property, easements, setback lines, and interior lot lines drawn to scale with dimensions. All dimensions should be given to the nearest foot. Total property size, given in square feet, must also be included;
- (7) Location, dimensions, square footage and primary use of all existing and/or proposed buildings with distances to the property lines and distances between structures;
- (8) Names of all adjacent streets and all points of ingress and egress (both existing and proposed) including right-of-way width and pavement width;
- (9) Location and arrangement of all loading areas, parking areas and interior circulation including parking space sizes, driving lane widths and handicap detail;
- (10) Location of any outdoor storage, including dumpsters and other waste disposal areas, and types of buffering/screening (all dumpsters must be screened);
- (11) Location, size and design of all existing and proposed signs;
- (12) Location of all landscaping and screening requirements;
- (13) Location, intensity, type, size and direction of existing and proposed outdoor lighting;
- (14) Indicate direction of water runoff. Any natural stream or important surface drainage course must be included on the plan. Drainage improvements shall maintain any natural watercourse and shall prevent the collection of water in low areas unless part of an approved stormwater detention/retention facility;
- (15) Erosion control plan shall be provided showing location of silt fences, construction entrances, inlet/outlet protection, etc.;
- (16) Estimated project construction schedule;
- (17) Public utilities may be withheld until a Certificate of Occupancy is issued;
- (18) Multiple copies of the development plan are required (as determined by the Administrative Official).

(G) **Major Development Plan Requirements** (Developments having a structure or combined structures greater than 5,000 square feet and/or on sites disturbing 1 acre or more; and/or requiring street or utility extensions). The Major Development Plan shall be submitted to the City's Administrative Official who will then coordinate the review process. Said plan shall include the following:

- (1) The plan shall be legible, drawn in ink and to scale, including vicinity map, north arrow, scale and date. Minimum scale 1"=60'. If more than 2 pages, an index sheet is required;
- (2) The title of the drawing, name, address and telephone number(s) of the owner and developer as well as the person responsible for preparation of the drawing;
- (3) The plan must be stamped and dated with the certificate of a design professional where applicable. Every plan sheet and drawing document shall be stamped and dated, where applicable;
- (4) A copy of the deed and any recorded plat of the property;
- (5) PVA map and parcel numbers and the property address;
- (6) The boundaries of the property, easements, setback lines, and interior lot lines drawn to scale with dimensions. All dimensions should be given to the nearest foot. Total property size, given in square feet, must also be included;

- (7) Location, dimensions, square footage and primary use of all existing and/or proposed buildings with distances to the property lines and distances between structures;
 - (8) Names of all adjacent streets and all points of ingress and egress (both existing and proposed) including right-of-way width and pavement width;
 - (9) Location and arrangement of all loading areas, parking areas and interior circulation including parking space sizes, driving lane widths and handicap detail;
 - (10) Location of any outdoor storage, including dumpsters and other waste disposal areas, and types of buffering/screening (all dumpsters must be screened);
 - (11) Location, size and design of all existing and proposed signs;
 - (12) Location of all landscaping and screening requirements;
 - (13) Location, intensity, type, size and direction of existing and proposed outdoor lighting;
 - (14) Location and size of existing and/or proposed extensions of public water (including water mains, valves and hydrants), sanitary and storm sewers (including force mains, gravity sewer, manholes and culverts), and all associated easements that are within or adjacent to the site;
 - (15) Grading and drainage plan, including proposed contours, natural streams or important surface drainage courses, and associated easements. Drainage improvements shall maintain any natural watercourse and shall prevent the collection of water in low areas unless part of an approved stormwater detention/retention facility. If applicable, location of floodplain and/or floodway and any other flood prone areas. All drainage calculations are to be presented on or with the site plan;
 - (16) Stormwater plan shall be provided showing the post development run off rates which shall be reduced from the pre-development run off rate by 10% if there are structures downstream that are currently in a special flood hazard area as defined by FEMA FIRM Maps adopted by the City. If there are no such downstream structures, post development run off rate may equal, but not exceed, pre-development run off rates. In addition, a Stormwater Pollution Prevention Plan (SWPPP) is required and applicant must submit a copy of their State Stormwater Notice of Intent (NOI) Permit;
 - (17) Erosion control plan shall be provided showing location of silt fences, construction entrances, inlet/outlet protection, etc.;
 - (18) If infrastructure development is required, then such development shall take place before a Certificate of Occupancy is issued. Infrastructure development includes the building of roadways, utility main extensions, storm water management facilities, etc. Stormwater management facilities shall be the first items of construction;
 - (19) Estimated project construction schedule;
 - (20) Public utilities may be withheld until a Certificate of Occupancy is issued;
 - (21) Multiple copies of the development plan are required (as determined by the Administrative Official).
- (H) The City reserves the right to require a professional design plan when the Administrative Official believes the proposed development, due to site constraints, has the potential to adversely affect adjoining properties. In addition, the City reserves the right to require other information integral to the review and approval of the development plan. This includes, but is not limited to, drainage calculations in areas that are flood prone, near a stream and/or in an area known to directly impact downstream properties.