

**CITY OF MADISONVILLE  
SITE PLAN REVIEW CRITERIA  
FOR MAJOR CONSTRUCTION PROJECTS**

*In addition to approval of City Departments, Major Construction Projects must be approved by the Hopkins County Joint Planning Commission. Submittal deadline is first Thursday of the month plans are to be considered. The Planning Commission meets on the 4<sup>th</sup> Thursday of the month. A fee of \$200 (made payable to the Hopkins County Joint Planning Commission) must accompany the major plan submittal. The following information is required for approval from the Planning Commission as well for approval of the building permit. All plans are to be submitted to the Madisonville Zoning/Permits office.. **Initially, seven sets of plans are required;** once the plans are in the final state, additional copies will be necessary prior to the Planning Commission's meeting.*

1. The site plan shall be drawn in permanent ink on permanent stable material. The site plan will be legible and will include a North arrow, scale, date, and vicinity map. Minimum scale of 1"=60'. If the site plan is more than 2 pages, an index sheet is required.
2. Provide a copy of the deed and any recorded plat of the property.
3. The site plan shall include any drawing titles, name, address & telephone number of the owner and developer, and the name or initials of the person responsible for preparation of the project's drawings.
4. The site plan must be stamped and dated with the certificate of a registered engineer in the State of Kentucky, or land surveyor, where applicable. Every plan sheet and drawing document shall be stamped and dated.
5. Include the property address and the PVA map and parcel number.
6. The site plan must include the boundaries of the property, easements, setback lines, and interior lot lines, drawn to scale, with accurate bearings and dimensions. All linear dimensions will be given to the nearest 1/100th of a foot. The total property size, given in square feet or acres, must be included.
7. If infrastructure development is required for a project site, then such development shall take place before a certificate of occupancy is issued. Infrastructure development includes the building of roadways, utility extensions such as water and sewer, storm water drainage facilities, etc. Stormwater management facilities shall be bonded, and shall be the first items of construction.
8. A grading and drainage plan, including existing and proposed contours, any natural streams or important surface drainage courses, and associated easements must be included. Drainage improvements shall maintain any natural watercourse and shall prevent the collection of water in any low areas. All drainage calculations are required to be presented on or with site plan.
9. The accurate location, dimensions, square footage and primary use of all existing and proposed buildings to be included on the site plan. The distances from all proposed and/or existing buildings to the property lines and the distances between proposed and/or existing buildings must be shown.
10. The location and arrangement of all loading areas, parking areas (including driving lane widths) and spaces, and interior circulation layout is required to be shown on the site plan. All calculations and construction details must be included on or with site plan. Parking spaces are required to measure a minimum of 20 feet long by 9 feet wide. Parking lots having 25 or more spaces must show landscaping details. Three foot green space area required for all parking areas abutting a right-of-way.

11. The location of any outdoor storage, including dumpsters and other waste disposal areas, and associated buffers must be indicated on the site plan.
12. The site plan must show all points of ingress and egress (both existing and proposed), including the location and width of access drives to and from the street. The names of all streets, on or adjacent to the project site, right of way widths, pavement widths and thickness must all be shown on the site plan.
13. The location and size of existing and/or proposed extensions of public water (including water mains, valves and hydrants), sanitary and storm sewer (including force mains, gravity sewer, manholes and culverts), and all associated easements that are within or adjacent to the site must be indicated on the site plan.
14. The site plan must show the location, size and design of all existing and proposed signs.
15. The location and proposed development of all landscaping and screening requirements are to be indicated, where applicable. (Check with Zoning Administrator).
16. The site plan must indicate the location, intensity, type, size and direction of existing or proposed outdoor lighting.
17. If applicable, the location of any floodplain and/or floodway and any other flood prone areas.
18. As part of the site plan, an estimated project construction schedule must be included.
19. The Administrative Official may consider other elements integral to the project's execution, as necessary, including compliance with any additional zoning requirements and/or building and development regulations.
20. For review purposes, multiple copies of the site plan are required. A full set of plans will be needed for each department involved in the review process.
21. Public utilities may be withheld until a Certificate of Occupancy is issued.

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