

APPLICATION FORM

**PRELIMINARY PLAT REVIEW**  
**Boone County Planning Commission**

**SEVEN (7) COPIES OF SUBMITTED DRAWINGS ARE REQUIRED**

See Boone County Subdivision Regulations

**SECTION A** (To be completed by applicant)

1. Name of Subdivision \_\_\_\_\_
2. Phase/Section No. \_\_\_\_\_
3. Street Location of Subdivision \_\_\_\_\_
4. Area in acres \_\_\_\_\_ Number of Lots \_\_\_\_\_
5. Owner of Property \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax No. \_\_\_\_\_  
Address of Property Owner \_\_\_\_\_  
\_\_\_\_\_  
City State Zip
6. Name of Project Applicant \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax No. \_\_\_\_\_
7. Address of Applicant \_\_\_\_\_  
\_\_\_\_\_  
City State Zip
8. Is the site subject to a zone change? \_\_\_\_\_
9. Current Zoning on Property \_\_\_\_\_
10. Deed Book \_\_\_\_\_ Page No. \_\_\_\_\_ Group No. \_\_\_\_\_
11. Have you had a pre-application meeting with BCPC Staff? \_\_\_\_\_

12. **Boone County Planning Commission Review Fee**  
 \$700.00 Flat Fee for single-family detached residential subdivisions with  
       less than 20 acres and 50 units  
 + 9.00 Per Lot/Dwelling Unit  
 + 32.00 Certificate of Land Use Restriction (CLUR)  
  
 \$800.00 Flat Fee for single-family detached residential subdivisions with  
       more than 20 acres and 50 units  
 + 9.00 Per Lot/Dwelling Unit  
 + 32.00 Certificate of Land Use Restriction (CLUR)  
  
 \$800.00 Flat Fee for single-family attached residential subdivisions  
 + 9.00 Per Lot/Dwelling Unit  
 + 32.00 Certificate of Land Use Restriction (CLUR)  
  
 \$900.00 Flat Fee for office, commercial or industrial subdivisions  
 + 10.00 Per Acre  
 + 32.00 Certificate of Land Use Restriction (CLUR)

Revisions 80% of the Original Fee

**TOTAL REVIEW FEE \$** \_\_\_\_\_

Prior to the design of a proposed subdivision, the applicant or subdivider is recommended to submit copies of the Preliminary Plat to the appropriate organizations/agencies prior to approval by the Boone County Planning Commission.

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13. Have you met or received preliminary approval from any of the following organizations/agencies? (check the appropriate organizations/agencies and answer either yes, no, or n/a)

- Boone County Water District
- Florence Public Services Dept.
- Duke Energy
- Sanitation District No. 1
- Cincinnati Bell
- Owen Cooperative Electric, Inc.
- Boone County Public Works Department
- Boone County Building Department
  
- Kentucky Transportation Department
- Cincinnati/N. KY International Airport (KY Airport Zoning Commission for height restrictions near the airport)
  
- Northern Kentucky Health Department
- USDA NRCS/Boone County Conservation District
- KY Division of Water
- Other: \_\_\_\_\_

14. Subdivision Jurisdiction/Location  
 Unincorporated Boone County                       Walton  
 Florence     Union

15. **ORIGINAL Property Owner's Signature** \_\_\_\_\_  
(Faxed, Photocopied or Scanned Signatures will **NOT** be Accepted)

16. **ORIGINAL Applicant's Signature** \_\_\_\_\_  
(Faxed, Photocopied or Scanned Signatures will **NOT** be Accepted)

**NOTE:                      An application consists of all fees paid in full, submitted drawings and a completed application form.**

**SECTION B** (To be completed by BCPC Staff)

- 1. Date Received \_\_\_\_\_
- 2. Review Fee \_\_\_\_\_
- 3. Number of Copies Received \_\_\_\_\_
- 4. Is application complete? Yes \_\_\_\_\_ No \_\_\_\_\_
- 5. Staff Reviewer \_\_\_\_\_
- 6. Committee Chairperson \_\_\_\_\_
- 7. Staff and Committee Recommendation:  
 **Approval**  
 **Approval With Conditions** (See No. 9)  
 **Denial**

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- 8. Action Date \_\_\_\_\_
- 9. Conditions: \_\_\_\_\_
- 10. Reasons for Denial: \_\_\_\_\_

**Boone County Planning Commission  
Boone County Administration Building  
2950 Washington Street, Room 317  
P.O. Box 958  
Burlington, Kentucky 41005  
(859) 334-2196 - Phone  
(859) 334-2264 - Fax  
plancom@boonecountyky.org - E-Mail  
www.boonecountyky.org - Web Page**