

# PRE-APPLICATION REVIEW REQUEST

## Pre-Application Meeting Requirements

Attendance at a pre-application meeting is required prior to submission of any Major Subdivision Review, Map Amendment (Rezoning), Stage I Development Plan or Public Facilities Review. The purpose of this meeting is:

- a) to acquaint the applicant with the Planning Commission application and hearing process;
- b) to review with the applicant the required procedures and application requirements;
- c) to allow staff and other regulatory authorities to identify problematic components of the project and to suggest improvements that will speed the approval process and avoid future costly plan revisions.

## Additional Provisions Regarding Pre-Application Meetings

Pre-application meetings are held every Thursday, beginning at 9:00 a.m. and can be scheduled with staff NOT LESS THAN 24 hours in advance of the next regular meeting.

- a) pre-application meetings do not require a formal application or payment of any fee.
- b) conceptual layouts of the proposed subdivision/development (which are not required to be prepared by design professionals) are encouraged and should include the following:
  - 1) the proposed site; including the layout of any proposed structures, off-street parking and landscaped areas
  - 2) the proposed use;
  - 3) the proposed access; and
  - 4) the proposed density.
- c) discussion during pre-application meetings should focus on:
  - 1) zoning regulations such as setbacks, number of off-street parking spaces, building height, etc.
  - 2) vehicular and pedestrian circulation;
  - 3) improvements needed for new and/or existing infrastructure (water, sewer, traffic, storm water management);
  - 4) spatial elements such as street and lot layout;
  - 5) connectivity to adjacent properties;
  - 6) landscaped areas, open space and recreation areas; and
  - 7) other issues that will facilitate the design of a better subdivision/development.

To schedule an appointment, complete and submit the below form. **Staff will respond to your request via your email address to confirm your appointment.** Please call 859.331.8980 with any questions.

Name of Applicant:

Company:

Address:

(Street)

(City)

(State)

(Zip Code)

Primary Phone:

Email:

Proposed location of Project:

(Address)

(City)

PIDN:

(PIDN)

What road will be providing access?

How many acres is the proposal?

Proposed Use:

Number of lots and/or units:

Check all that apply if you have a brief description of the proposal for:

Single-Family Residence

Commercial

Multi-Family Residence

Industrial

Check all that apply if there are any public improvements such as:

Streets

Sidewalks

Storm drainage

Sanitary sewer

Water systems

**Please read and initial the "Notice regarding the Kentucky Open Records Act" on the next page.**

## NOTICE REGARDING THE KENTUCKY OPEN RECORDS ACT

Please be advised that the Kenton County Planning Commission (“Planning Commission”) and the Planning and Development Services of Kenton County (“PDS”) are each subject to the Kentucky Open Records Act. See KRS 61.870 to 61.884 (the “Act”).

The Act requires public entities, such as the Planning Commission and PDS, to make available, upon request by a citizen or a commercial entity, most documents that are in the possession of the Planning Commission and/or PDS.

The Act does have exceptions to the public disclosure of documents, for example: (i) records confidentially disclosed to a public agency that are generally recognized as confidential or proprietary; and (ii) preliminary draft documents.

**When submitting documents to the Planning Commission or PDS, if you view such documents as confidential, please mark each such document as confidential. In addition, if you view that you are providing preliminary documents that are not final, please indicate that the documents are preliminary draft documents on each such document. The designation of documents as confidential or preliminary is not binding on the Planning Commission or PDS.**

Please also be advised that PDS routinely transmits documents you provide to other public entities for review and input. You must affirmatively state, in writing, prior to any pre-application meeting if you do not want the documents you provide transmitted to other public agencies.

Please know that if PDS and/or the Planning Commission receives a request for documents that you provide it will be up to the Planning Commission and/or PDS to determine which documents will need to be provided under the Act. You waive any right to object to the disclosure by the Planning Commission and/or PDS, regardless of whether you have marked such documents as confidential or preliminary, because such designation does not necessarily mean that the documents are not subject to the Act.

If you have any questions, please consult with your legal adviser.

I have read and understand the ‘Notice Regarding the Kentucky Open Records Act.

**Please Initial**