



# Plan Review



## Questions?

Questions or inquiries relating to the Plan Review Process can be directed to the CDS's Planning Services Department by calling (270) 887-4285 or by fax at (270) 887-4019.

Phone: 270-887-4285  
 TDD: 270-887-4287  
 Fax: 270-887-4019  
[www.comdev-services.com](http://www.comdev-services.com)

710 South Main Street  
 Post Office Box 1125  
 Hopkinsville, KY 42241-1125

New developments require plan reviews prior to the issuance of a building/zoning permit. Projects which are subject to these requirements include multi-family structures, planned unit developments, zero lot line developments, commercial and industrial developments.

#### **What projects require submission for Plan Review?**

- For **Multi-Family Residential Projects** that are 1/2 acre or less, 2 copies of the site plan, 2 copies of Construction Drawings (KBC), which include the floor plan and detailed wall construction, must be submitted for an internal plan review.  
Review Time: (10 days)
- For **Multi-Family Residential Projects** that are greater than 1/2 acre and less than 2 acres, 12 copies of the site plan, 2 copies of Construction Drawings (KBC), which include the floor plan and detailed wall construction, must be submitted for an external plan review.  
Review Time: (10 days)
- For **Multi-Family Residential Projects** that are 2 acres or more, 12 copies of the site plan, 2 copies of Construction Drawings (KBC), which include the floor plan and detailed wall construction, 3 copies of the Storm Water Management calculations and drawings must be submitted for an external plan review.  
Review Time: (1 month)
- For **Commercial and Industrial Projects** that are 1/2 acre or less, 2 copies of the site plan, 2 copies of Construction Drawings (KBC) must be submitted for an internal plan review.  
Review Time: (10 days)
- For **Commercial and Industrial Projects** that are greater than 1/2 acre and less than 1 acre, 12 copies of the site plan, 2 copies of Construction Drawings (KBC) must be submitted for an external plan review.  
Review Time: (10 days)
- For **Commercial and Industrial Projects** that are 1 acre or more, 12 copies of the site plan, 2 copies of Construction Drawings (KBC) , 3 copies of the Storm Water Management calculations and drawings must be submitted for an external plan review.  
Review Time: (1 month)

#### **What are the steps in the Review Process?**

**Informal Meeting:** The first step in the development process is to arrange an informal meeting with CDS Staff. The developer should bring to the meeting a rough sketch of the proposed structure/land use. During the initial meeting, the Staff will explain the development process and answer any questions the developer may have.

#### **Developer Submits Plans:**

**Site Plans:** The developer will submit twelve (12) copies of a site plan and a complete site plan application form. The site plan will detail (to scale) the existing and proposed location of buildings/structures, topography and drainage facilities, utilities, property lines, parking areas, streets, drives, trash collection areas, and buffering/landscaping elements (see site

plan checklist for complete exhibit requirements).

**Construction Drawings:** During the informal meeting, the Staff will determine whether the proposed building plans can be reviewed by the local building inspector or whether the size and occupancy of the proposal will require review by the State's Department of Building and Construction. If the construction drawings are to be reviewed locally, two sets of detailed construction drawings will need to be submitted. If the construction drawings are to be reviewed by the State, one set of construction drawings will need to be submitted to the Planning Commission.

**Storm Water/Flood Safety:** The City of Hopkinsville has adopted both a Storm Water Management Ordinance and a Flood Damage Prevention Ordinance. The Staff can assist you in determining whether the provisions of these ordinances are applicable to your development plan (See also Storm Water/Flood Safety Brochure).

**Other Requirements:** All developments differ by type, size, location, and the special needs of a property owner. Occasionally, other exhibits/processes are required and may include: Subdivision plat submission and review, Conditional Use Permits, Dimensional Variances, and/or Rezoning. CDS Staff can assist the developer in determining whether additional processes are required as part of the development proposal.

**CDS Review:** After the developer has submitted all required exhibits, CDS will review the submitted plans to determine if the proposal is in compliance with local ordinances. In addition, CDS will provide copies of the site plan to the various Department Heads (such as police, fire, public works, etc) for review and comment. Usually within thirty days, CDS will approve, conditionally approve, or reject the proposal.

**Permits are Issued:** When the required exhibits (plans) have been approved, all fees are paid, and required improvements have been installed (or surety has been posted), CDS will issue a building/zoning permit.

**Filing of Approved Plans:** Once CDS has approved the proposal, the developer must file the approved plan(s) in the Christian County Clerk's Office.

**Phase Inspection:** At various stages of building construction (i.e. footer, framing, and final) the building inspector will need to be contacted for phase inspections. The developer will need to contact the Building Inspector to determine the inspections which are required.

**Project Completion/ Certification:** Once the project is completed, the developer will submit an "As Built Certification" and request a final inspection. Once the project has been completed and a successful final inspection conducted, the building inspector will issue a Certificate of Occupancy and any surety CDS is holding will be released (Please also see Storm Water Management/Flood Safety Brochure for final inspection/certification procedures).