

PHONE NUMBERS

Public Works:	270-890-0600
Hopkinsville Police Dept:	270-890-1500
Hopkinsville Fire Dept:	270-890-1400
HWEA:	270-887-4246
HES:	270-887-4210
PRECC:	270-887-9114
KDOT:	270-824-7080
City of Hopkinsville:	270-887-4000
City of Oak Grove:	270-439-4646
City of Pembroke:	270-475-4343

Note: This brochure should neither be viewed as a substitute for, nor a revision of, the relevant sections of the Hopkinsville, Pembroke, and Oak Grove Zoning Ordinances, the Subdivision Guidelines for Christian County, The City of Hopkinsville, or the City of Oak Grove. Copies of the aforementioned documents will be made available upon request.

Questions?

Questions or inquiries relating to major subdivision requirements can be directed to the CDS's Planning Services Department by calling (270) 887-4285 or by fax at (270) 632-2054.

Phone: 270-887-4285
TDD: 270-887-4287
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Major Subdivisions



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Hopkinsville, KY 42241-1125

The City of Hopkinsville has Subdivision Regulations which were adopted in 1984. The Community and Development Services (CDS) serves as the review/approval authority for new subdivisions within the City. In addition, CDS administers the Subdivision Regulation/Guidelines for the City of Oak Grove, the City of Pembroke, and the unincorporated areas of Christian County. As subdivision requirements differ depending on the jurisdiction, the first step in subdivision consideration is to determine the guidelines/regulations which are applicable. CDS Staff can assist you in making this determination.

What is a Major Subdivision?

A Major Subdivision is a division of land which involves more than five (5) lots and includes street construction of over fifty (50) feet. Major Subdivisions require the approval of the full CDS. The process of approval is lengthier than that of minor plats and requires the submission, review, and approval of both a preliminary and final subdivision plat.

How are Major Subdivisions Approved?

1. **Informal Meeting (Strongly encouraged):** The first step for the subdivider is to contact CDS and arrange an informal meeting with CDS Staff. During this meeting, the Staff can determine if the proposal would be classified as a major subdivision. Also, the Staff can advise on zoning and other developer requirements which may be applicable.
2. **Plat Preparation and Submission (Preliminary):** Following the informal meeting, the subdivider will submit twenty six (26) copies of a Preliminary Plat, as prepared by a licensed surveyor. The preliminary plat should be submitted no less than thirty days prior to the full CDS meeting on which consideration is desired.
3. **Staff Review (Preliminary):** Once the required major plat exhibits have been submitted, the Staff will review the proposed subdivision for conformance with applicable Subdivision Regulations. In addition, plats are reviewed by the various City (or County) departments including police, fire, utility, and public works.
4. **Preliminary Plat Consideration:** Upon completion of the review process, the Staff will report their findings to the full CDS. During the

monthly meeting, CDS will either approve, conditionally approve, table, or disapprove the preliminary plat. If CDS approves or conditionally approves the preliminary plat, the subdivider can submit a final plat for review and consideration.

5. **Plat Preparation and Submission (Final):** Twenty six (26) copies of a final plat as prepared by a licensed surveyor will need to be submitted. In addition, the subdivider will (when applicable) be required to submit street construction drawings and a storm water management plan. Also, plans for the extension of water and sewer utilities should be submitted to the Hopkinsville Water Environment Authority (or the utility having jurisdiction).
6. **Staff Review (Final):** Once the final plat has been submitted, the Staff will review the final plat for conformance with the applicable Subdivision Regulations. In addition, plats are reviewed by the various City (or County) departments including police, fire, utility, and public works.
7. **Final Plat Consideration:** Upon completion of the review process, the Staff will report their findings to the full CDS. During the monthly meeting, CDS will either approve, conditionally approve, table, or disapprove the final plat.
8. **Signing and Recording:** Before the CDS Director will sign approved plats, the subdivider must meet all conditions as established in the approved Staff Report. This usually requires the correction of all technical deficiencies contained on the final plat, the posting of surety to guarantee the installation of public improvements, and the payment of review fees. Once the final plat is signed, you must record the plat with the Christian County Clerk's Office.

How long does it take to approve a Major Subdivision?

The major subdivision approval process (preliminary to final) will usually take a minimum of ninety (90) days to complete.