

## 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
Christian County Road Dept:	270-887-4122
Christian County Government:	270-887-4100

**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

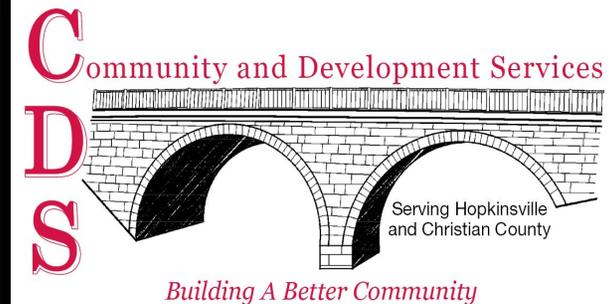
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# Minor Subdivisions



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Hopkinsville, KY 42241-1125

## **Minor Subdivision Review**

The City of Hopkinsville has Subdivision Regulations, which were adopted in 1984. Community and Development Services (CDS) serves as the review/approval authority for new subdivisions within the City. In addition, the 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 can assist in making this determination.

## **What is a Minor Subdivision?**

A Minor Subdivision is a division of land which creates five (5) or fewer lots and typically does not involve the creation of new streets. In rare instances, street construction is allowed but is generally limited to fifty (50) feet in length (see also Major Subdivision Review). Minor Subdivisions are reviewed and approved administratively with an average review/approval time (from date of plat submission) of five (5) working days.

## **How are Minor Subdivisions approved?**

- 1. Informal Meeting (Optional, but encouraged):** The first step is for the subdivider to contact CDS and arrange an informal meeting with CDS Staff. During this meeting, the Staff can determine if the proposal qualifies as a minor subdivision. Also, Staff members can advise on zoning and other developer requirements which may be applicable.
- 2. Plat Preparation and Submission:** Subdivision plats are prepared by a licensed land surveyor. Once the surveyor

prepares the subdivision plat, the following items will need to be submitted:

- a. One signed mylar (reproducible) copy of the plat,
- b. Six (6) signed blue line copies of the plat, and
- c. One (1) digital copy (on diskette).

*If the surveyor has any questions regarding plat (formats) or other required exhibits, please have them contact the CDS's Planning Services Department.*

- 3. Staff Review:** Once the required minor plat exhibits have been submitted, the Staff will review the proposed subdivision for conformance with Subdivision Regulations. If additional information/exhibits are needed, or if the proposal fails to meet subdivision requirements, CDS staff will contact the subdivider. If the plat meets all requirements, the subdivision will be approved and the subdivider will be notified.
- 4. Recording: A review fee is required** at the time the approved minor plat is picked up (see Fees). Once fees have been paid, the subdivider will receive three copies of the signed plat and a Certificate of Land Use Restriction (CLUR). One signed copy of the plat and the CLUR will need to be taken, by the subdivider, to the Office of the Christian County Clerk for recording.

## **Questions?**

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