

## PHONE NUMBERS

Public Works:	270-890-0245
Hopkinsville Police Dept:	270-890-1505
Hopkinsville Fire Dept.:	270-890-1401
HWEA:	270-887-4240
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 Ordinance, 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.

101 North Main Street  
Post Office Box 1125  
Hopkinsville, KY 42241-1125

Phone: 270-887-4285

Fax: 270-887-4019



# Major Subdivisions

Visioning Tomorrow's Success Today

The City of Hopkinsville has Subdivision Regulations which were adopted in 1984. The Hopkinsville-Christian County Planning Commission (HCCPC) serves as the review/approval authority for new subdivisions within the City. In addition, the HCCPC 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. The Planning Commission 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 Planning Commission. 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 you (the subdivider) is to contact the Planning Commission and arrange an informal meeting with Commission Staff. During this meeting, the Staff can determine if the your proposal would be classified as a major subdivision. Also, the Staff can advise you on zoning and other developer requirements which may be applicable.

**2. Plat Preparation and Submission (Preliminary):** Following the informal meeting, you (the subdivider) will submit twenty six (26) copies of a Preliminary Plat, as prepared by a licensed surveyor. The preliminary plat should be submitted, by you, no less than thirty days prior to the full Planning Commission 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 Planning Commission. During the monthly meeting, the Planning Commission will either approve, conditionally approve, table, or disapprove the

preliminary plat. If the Planning Commission approves or conditionally approves the preliminary plat, you (the sub-divider) can submit a final plat for review and consideration.

**5. Plat Preparation and Submission (Final):** You will need to submit twenty six (26) copies of a final plat as prepared by a licensed surveyor. In addition, you 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 finding to the full Planning Commission. During the monthly meeting, the Planning Commission will either approve, conditionally approve, table, or disapprove the final plat.

**8. Signing and Recording:** Before the Planning Commission Director will sign approved plats, you (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.

### **Questions?**

Questions or inquiries relating to major subdivision requirements can be directed to the HCCPC's Planning Department by calling (270) 887-4285 or by fax at (270) 887-4019.