

DETAILED DEVELOPMENT PLAN

What is a detailed development plan and when is this plan required?

A detailed development plan is specific written and/or graphic materials showing the final layout and details of a proposed development. A detailed development plan must be submitted and approved for the following developments:

- All PUD containing 20,000 square feet of non-residential gross leasable area or greater, fifty (50) or greater single family residential units and/or twenty four (24) or greater multi-family units;
- All commercial development containing over 20,000 sq. ft. of gross leasable area;
- Townhomes, multifamily housing, or group living with twenty four (24) or greater units;
- All Institutional development containing over 50,000 sq. ft. in total building area.
- All industrial development containing over 75,000 sq. ft. in total building area.
- Urban Growth Overlay developments as defined in Sec. 3.18 and Sec. 4.9 of the Zoning Ordinance.

How does a general development plan differ from a detailed development plan?

A general development plan is a conceptual layout of a proposed development submitted with a zone change application. A general development plan is not a detailed, final layout of the development but only provides sufficient indication of the character and objectives of the proposed development. This plan allows the Planning Commission staff to evaluate the proposed development and to decide what elements shall be binding on the use and development of the subject property.

A general development plan is required for all zoning map amendments (zone changes) and is considered concurrently with the zone change. For developments requiring a zoning map amendment, a detailed development plan may be substituted for the general development plan or may be submitted for consideration within one year of final action on the zoning map amendment.

A detailed development plan is required for any of the developments listed in this brochure and must be approved independently of a zone change/general development plan.

What is the process for detailed development plan approval?

Step #1 Pre-Application Conference

Property owner and/or his attorney should schedule a pre-application conference. It should be scheduled at least one week prior to the filing deadline. (See deadline schedule, available at the Planning Commission offices). The owners/applicants must attend the pre-application conference, or they may be represented by an attorney.

Step #2 Submission

The applicant should submit an application, required documents, three sets of plans, and the appropriate fees to the Planning Commission on or before the deadline.

Step #3 Staff Review

The Planning Commission staff will review the plans to insure that all regulations and requirements are satisfied. The staff will notify the developer of any deficiencies.

Step #4 Public Hearing

All detailed development plans must receive approval from the City-County Planning Commission. The developer and/or his surveyor/engineer should attend the public hearing to answer any questions. The Planning Commission may approve, approve with conditions, or disapprove the detailed development plan. If approved, the plans will be stamped "Approved by Planning Commission" and signed and dated by the Staff Engineer, Executive Director and Landscape Architect.

Step #5 Recordation of Land Use Certificate and Issuance of Building Permits

After approval by the Planning Commission, the staff will record a Land Use Certificate, and the applicant may apply for building permits.

Elements of a Detailed Development Plan (see Section 3.11 of the Zoning Ordinance)

- Application;
- Fees;
- Three (3) full sets of detailed development plan (minimum requirements checklists are available at the Planning Commission offices);
- Three (3) sets of architectural plans, if applicable / Elevations of buildings;
- Three (3) sets of drainage plans and calculations;
- Three (3) landscape plans;
- Letters from all utility companies indicating whether sufficient service capacity exists to meet the needs of the proposed development and whether they will service the development;
- Letter from city / county / state engineer for access or control (entrance permit);
- Three (3) marketing or traffic study, if applicable;
- Two (2) draft of proposed property owners association covenants, master deed, or restrictions, if applicable; and
- One (1) 11 x 17" copy of site plan and elevations of building for mailing.

Application Fee	\$550.00
Land Use Certificate	+16.00

For more information, contact:

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