

PRELIMINARY CONFERENCE

Anyone wishing to develop property in the city or county of Henderson may contact the Planning Commission staff at 270-831-1289 to request a preliminary conference. A conference will be scheduled as soon as possible with planning staff, and if applicable, the Code Department, Engineering Department, and water utilities staff will be contacted and be included in the preliminary conference. Only a rough sketch or drawing is required for this informal meeting to advise applicant of procedures and time frame.

DEVELOPMENT PLAN

When a development plan is submitted with a zoning change application the process is the same as any rezoning request except 8 copies of the development plan are submitted to the Planning Commission office and are reviewed by the Land Development Committee prior to going to the full Planning Commission. The merits of the zoning case are not discussed outside the public hearing, only the development plan for conformance with all applicable regulations.

TIME FRAME: 60 TO 90 DAYS FROM SUBMITTAL AS THIS ALSO IS SENT TO THE LEGISLATIVE BODY TO BE APPROVED BY ORDINANCE.

MASTER PLAN PROCEDURE

A master plan may be submitted by the developer for approval in lieu of an overall preliminary plat to allow the developer to obtain approval of the general layout and other pertinent features of the development before incurring costs for engineering design of public improvements. A master plan must be submitted for the entire tract if the developer intends to subdivide only a portion of a tract of land.

- ❖ Applicant submits 10 copies of master plan to Planning office along with fees (See checklist and fee schedule) 20 days prior to the Planning Commission meeting. (A rezoning request may be made simultaneously, or if the zoning is correct a preliminary may also be submitted simultaneously.)
- ❖ Master plan may be submitted simultaneously with rezoning.
- ❖ Planning Staff reviews plans and distributes to appropriate agencies (see distributions chart) for comments.
- ❖ Land Development Committee (Planning Staff and Technical Advisors) review plans and comments. Applicant is given 6 days to make revisions and resubmit to place on the Planning Commission Agenda.
- ❖ Planning Commission approves, conditionally approves, tables or denies plans.

TIME FRAME: 21 TO 30 DAYS FOR PROCESS. Additional time depends on applicants having revisions made and resubmitted in a timely manner.

MAJOR PRELIMINARY SUBDIVISION PROCEDURE

After preliminary conference, an overall preliminary plan (see checklist and fee schedule) may be submitted to the Planning office (unless a master plan has been approved and then a section of preliminary may be submitted) 10 copies of the preliminary and (9) construction plans are submitted 20 days prior to the Planning Commission meeting.

- ❖ Planning Staff reviews plans and distributes to appropriate agencies for review and comment (see distribution chart).
- ❖ The Land Development Committee (Planning Commission Staff and Technical Advisors) meets 14 days prior to the Planning Commission meeting to review and receive comments. The developer is given 6 days to make revisions and resubmit to be placed on the Planning Commission Agenda.
- ❖ Planning Staff reviews revised plans and presents to Planning Commission at the regular meeting.
- ❖ The Planning Commission will approve, conditionally approve, table or deny plans. If a zoning change is being simultaneously considered, the preliminary approval would be approved subject the zoning change being completed.

TIME FRAME: 20 days from submittal if all requirements are met. If conditions are placed on approval the time frame could vary based on the amount of time the applicant takes to meet conditions.

*Applicants may submit both preliminary and final simultaneously on an industrial subdivision or when preliminary has previously been approved and approval has run out, or if only one lot is being submitted with no public improvements involved.

MAJOR – FINAL SUBDIVISION PROCEDURE

- ❖ After preliminary approval is granted, 16 copies of the final plat are submitted to the Planning office, accompanied by the performance bond.
- ❖ Plats are reviewed for conformance with preliminary plats for comment and cost of improvements for bonding.
- ❖ Applicant may choose to either install improvements or bond improvements prior to recording of the plat.
- ❖ Planning Commission Chairman or Director will approve and record plat if bonded, or will approve and record after improvements are accepted.
- ❖ Bond amounts are set by the Engineering Department and Water Utilities Engineer and Developers are given bond amounts at preliminary stage.
- ❖ Final approved plats are distributed to appropriate agencies after recording and addresses are assigned to each lot.

SITE PLAN PROCEDURE

RESIDENTIAL – Site plan submitted to Codes Administrator for his review and building permit.

NON-RESIDENTIAL AND MULTI-FAMILY – Submit site plans to Codes Administrator to be reviewed by Site Plan Committee (meet every week). The site plan committee consists of Codes Administrator, Engineer, Engineering Assistant, Planning Director, Associate Director and Engineer from Water Utilities.

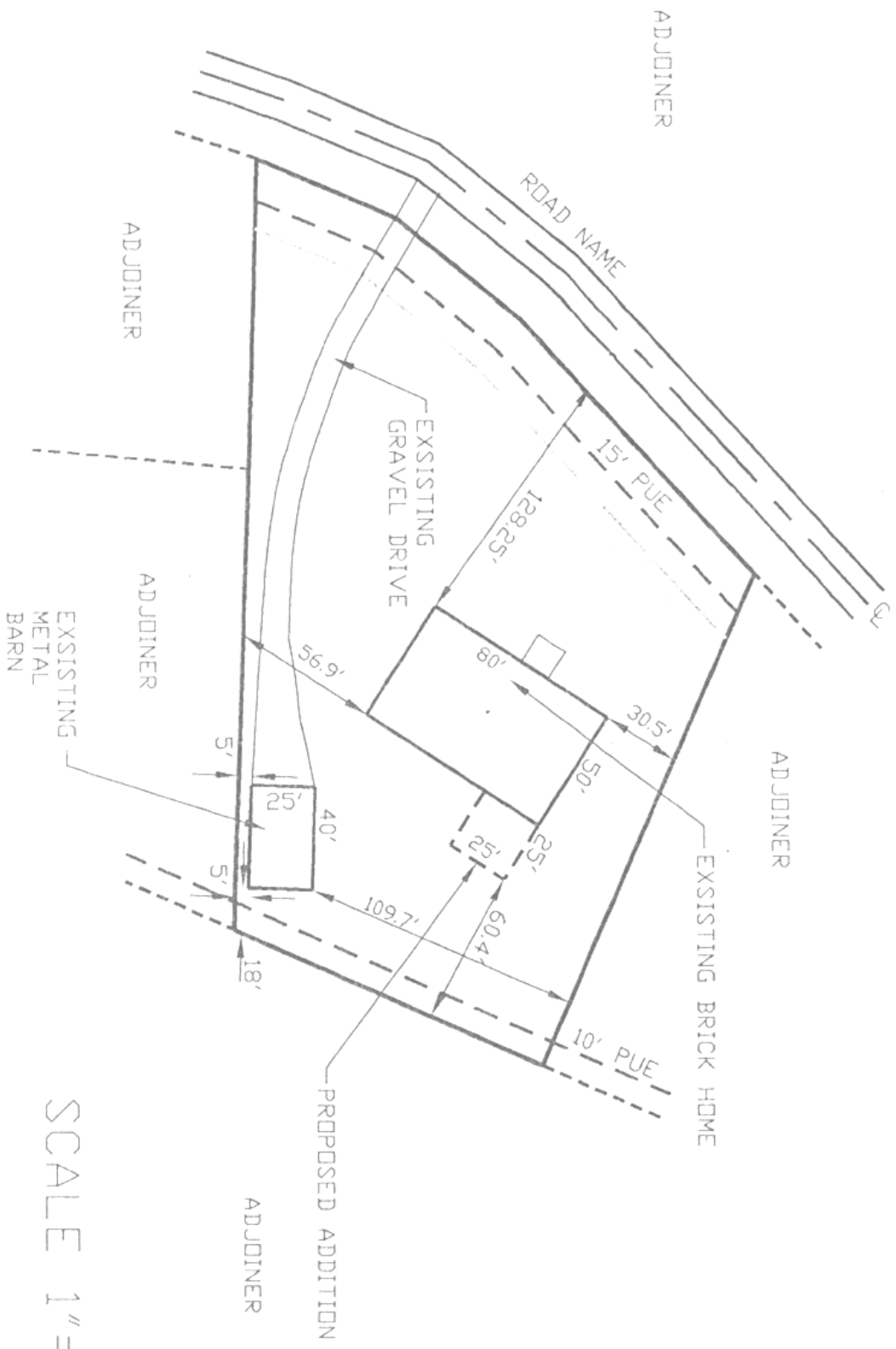
TIME FRAME: If everything is in order the building permit can be issued immediately. A longer time frame is dependent on the revisions being made and resubmitted to Codes Administrator.

For those non-residential and multi-family site plans on new lots (including lots requiring a consolidation plat on major thoroughfares, or one that does not propose to meet the access standards of the planning unit) submittal must be made to the Planning Commission.

- ❖ 10 copies of the site plan submitted to the Planning Commission office 20 days prior to the Planning Commission meeting.
- ❖ The Planning Staff distributes the site plan to appropriate agencies for review and comment.
- ❖ The Land Development Committee reviews the site plan and comments 14 days prior to the Planning Commission meeting.
- ❖ The applicant is given 6 days to revise and resubmit the site plan to be put on the Planning Commission Agenda.

TIME FRAME: 21 days from submittal to approval.

SAMPLE SITE PLAN



SCALE 1"=60'

BONDING (ASSURANCE FOR IMPROVEMENTS)

- ❖ Assurance may be in the form of bonds, cash escrow, letters of credit, or certificates of deposit.
- ❖ No building permit may be issued by Codes Department until final plat is recorded or until site plan has met conditions of approval.
- ❖ Planning Commission accepts assurance for a period of up to one year.
- ❖ Planning Staff notifies applicant and Bank or Bonding Company 60 days prior to expiration date.
- ❖ Inspection report sent to Bond Committee (5 members of the Planning Commission) for review and full Planning Commission takes action whether to make recommendation to legislative body for acceptance of public improvements or extend the bond for up to one year.
- ❖ If recommendation is for acceptance by the legislative body, the Planning Commission releases said bond after ordinance is adopted by the legislative body.
- ❖ If bond is for private improvements, bond is released after final inspection.
- ❖ If extension is granted, Planning Staff notifies developer and Bank or Bonding Institution of date new assurance document must be submitted.

MINOR SUBDIVISION PROCEDURE

- ❖ 5 COPIES OF PLAT SUBMITTED TO PLANNING COMMISSION OFFICE WITH FEE (See checklist and fee schedule)
- ❖ PLAT IS REVIEWED BY PLANNING STAFF, CODES, ENGINEERING AND ELECTRIC UTILITY.
- ❖ SURVEYOR IS CONTACTED FOR REVISIONS OR ADDITIONAL INFORMATION.
- ❖ AFTER SURVEYOR MAKES REVISIONS AND RESUBMITS, THE PLAT IS REVIEWED BY PLANNING STAFF, SIGNED BY EXECUTIVE DIRECTOR AND RECORDED AT OFFICE OR COUNTY COURT CLERK.
- ❖ 2 COPIES ARE RETURNED TO APPLICANT AND 2 COPIES FILED IN THE OFFICE OF THE PLANNING COMMISSION.

*TIME FRAME: 2-3 DAYS DEPENDING ON WHEN SURVEYOR MAKES REVISIONS AND RESUBMITS.

*MINOR SUBDIVISIONS IN SPECIAL FLOOD HAZARD AREAS MUST GO TO PLANNING COMMISSION MEETING FOR A PUBLIC HEARING IN ACCORDANCE WITH THE FLOOD DAMAGE PREVENTION ORDINANCE. AGRICULTURAL DIVISIONS GO TO PLANNING COMMISSION UNDER NON-PUBLIC HEARING ITEMS FOR APPROVAL.

COORDINATION WITH VARIOUS DEPARTMENTS AND AGENCIES

PLAT DISTRIBUTION SYSTEM

CP = CONSTRUCTION PLANS

PRELIMINARY PLATS, MASTER PLANS, DEVELOPMENT PLANS AND SITE PLANS PRIOR TO LAND DEVELOPMENT COMMITTEE MEETING ARE SENT TO THE FOLLOWING WHEN APPLICABLE:

<u>CITY</u>	<u>COUNTY</u>
PLANNING OFFICE + CP (KEEPS 1)	PLANNING + CP (KEEPS 1)
PUBLIC SERVICE OFFICE + CP	COUNTY ENGINEER + CP
CODE DEPARTMENT	CODE DEPARTMENT
FIRE DEPARTMENT	COUNTY FIRE CHIEF
HWY DEPT (IF APPLICABLE)+ CP	HWY DEPT (IF APPLICABLE) + CP
SOIL CONSERVATION + CP	SOIL CONSERVATION + CP
HENDERSON WATER UTILITIES + CP	WATER SERVICE PROVIDER + CP
ELECTRIC SERVICE PROVIDER + CP	ELECTRIC SERVICE PROVIDER + CP
BELL SOUTH + CP	BELL SOUTH + CP
HENDERSON GAS DEPT + CP	GAS SERVICE PROVIDER + CP
CABEL TV SERVICE PROVIDER	HEALTH DEPT
HEALTH DEPT (MOBILE HOME PKS)	EMERGENCY SERVICES (IF NEW STS)
EMERGENCY SERVICES-911 (IF NEW STS)	EUTS + CP
EUTS + CP	
CUSTOMER SERVICE	

PRELIMINARY PLATS, MASTER PLANS, DEVELOPMENT PLANS AND SITE PLANS AFTER PLANNING COMMISSION APPROVAL ARE SENT TO THE FOLLOWING IF APPLICABLE:

PLANNNG OFFICE + CP (3 SETS)	PLANNING OFFICE + CP (3 SETS)
PUBLIC SERVICE OFFICE + CP	COUNTY ENGINEER + CP
FIRE DEPARTMENT	CODE DEPARTMENT
CODE DEPARTMENT	HIGHWAY DEPT + CP
HIGHWAY DEPARTMENT + CP	WATER SERVICE PROVIDER + CP
HENDERSON WATER UTILITIES + CP	ELECTRIC SERVICE PROVIDER + CP
ELECTRIC SERVICE PROVIDER + CP	BELL SOUTH + CP
BELL SOUTH +CP	GAS SERVICE PROVIDER + CP
CABLE TV PROVIDER	HEALTH DEPARTMENT
HENDERSON GAS DEPT + CP	OWNER/DEVELOPER
HEALTH DEPARTMENT (MOBILE HOME PKS)	
OWNER DEVELOPER	

FINAL PLATS

**FINAL PLATS ARE SUBMITTED TO THE PLANNING COMMISSION OFFICE AND
MUST COMPLY IN ALL RESPECTS WITH THE PRELIMINARY PLAT TO BE
SIGNED BY PLANNING DIRECTOR AND RECORDED**

FINAL PLATS AFTER APPROVAL ARE SENT TO THE FOLLOWING:

PLANNING OFFICE (KEEPS 3)
PUBLIC SERVICES
FIRE DEPARTMENT
CODE DEPARTMENT
ELECTRIC SERVICE PROVIDER
HENDERSON WATER UTILITIES
BELL SOUTH
HENDERSON GAS DEPARTMENT
HENDERSON CO. BOARD OF EDUCATION
POST OFFICE
PVA OFFICE
EMERGENCY SERVICES
CUSTOMER SERVICE
OWNER/DEVELOPER

PLANNING OFFICE (KEEPS 3)
COUNTY ENGINEER
CODE DEPARTMENT
ELECTRIC SERVICE PROVIDER
WATER SERVICE PROVIDER
BELL SOUTH
GAS SERVICE PROVIDER
HENDERSON CO. BOARD OF ED.
POST OFFICE
PVA OFFICE
HEALTH DEPARTMENT
EMERGENCY SERVICES
OWNER/DEVELOPER