



**FRANKLIN-SIMPSON PLANNING & ZONING**  
**CONTENTS OF CONCEPTUAL DEVELOPMENT PLAN or MAJOR PLAT PLAN**  
**APPLICATION**

A conceptual development plan shall contain the following information at a minimum. This information may be in written or graphic form.

- A title block containing the plan name, a label clearly designating the plan as a conceptual development plan, name and address of property owner and developer, if different than owner of property, name and address of person or firm who prepared the plan, north arrow, a written and graphic scale, and the date plan was prepared.
- The boundary of the subject property, the zoning classification of the property and adjacent properties, and names and addresses for all adjoining property, and the sources of title to include deed book and page number.
- Vicinity map, oriented in the same direction as the design scheme.
- Topography with contour intervals, grid elevations or spot elevations of sufficient to generally describe the lay of the land.
- Internal traffic considerations, including location, arrangement, of existing and proposed driveways, walkways, parking areas, and points of ingress and egress. \_\_\_\_\_
- External traffic consideration, location of any existing or proposed streets or deceleration lanes (when deemed necessary) within the subject site or within 500 feet of the subject property. If a new street is proposed, a letter from the highway department stating they have reviewed the development plan and that the proposal meets all KYDOT requirements for an encroachment permit. \_\_\_\_\_
- Screening, landscaping, buffering (as required by Article 14), public areas and recreational, or other open spaces. Areas of substantial existing trees will be located, including those located along fence rows and drainage areas.
- Approximate location, height, floor area, and land use of proposed and existing buildings. For manufactured home parks, a plan of a typical manufactured home space showing location of the manufactured home, parking, accessory buildings, manufactured home sit lines, and setbacks. Building area may be designated in lieu of showing setbacks and location of the manufactured homes site.
- Approximate configuration of lot lines for project anticipated to involve land subdivision.
- A drainage plan, consisting of the existing and proposed storm drainage systems, floodplains, conceptual design and location of drainage ditches, facilities and storm water retention, which comply with local storm water drainage regulations, and any other designated environmental sensitive or geologic hazard areas. \_\_\_\_\_
- The location of existing utilities, including sanitary sewers, water lines with size, and fire hydrants within the subject site and within 500 feet of the subject property. \_\_\_\_\_ water \_\_\_\_\_ sewer \_\_\_\_\_ fire \_\_\_\_\_ electricity  
\_\_\_\_\_ phone \_\_\_\_\_ cable \_\_\_\_\_ other: \_\_\_\_\_
- The location of any existing historic sites, buildings, or districts located within the subject site or within the neighborhood where the site is located and an explanation of how they will be affected by this development. The location of any scenic views from this site will be identified and an explanation of how they will be affected by this development.
- A statistical table summarizing all pertinent site data, including site area, current and proposed zoning, building coverage, gross floor area of commercial areas, parking area, open spaces, and number and type of dwelling units.
- A description of how the overall site design and land use of proposed development is compatible with the existing design and land use of the neighborhood in which the site is located and how they are consistent with the Simpson County Comprehensive Plan.

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- For projects of one (1) acre or more in area, a note stating that no grading, stripping, excavation, filling or other disturbance of the natural ground cover shall take place unless and until the city engineer for the City of Franklin or county road supervisor for Simpson County has approved the developer's proposed soil erosion control procedures, and, if required, a soil erosion control plan.
- A note stating that no building permits shall be issued until a final development plan is approved by the Planning & Commission and all conditions have been met.
- An owner's certification, signed and witnessed as follows, "I (We) do hereby certify that I am (we are) the only owner(s) of the property shown hereon, and do adopt this as my (our) concept development plan for the property."
- A final development plan shall contain all information as required for conceptual development plans, except the information shall be of an exact nature, rather than approximate or general, and the contour map will be at two-foot intervals. Engineering drawings will be provided for all utilities, streets, and drainage facilities. The city engineer or county road supervisor may require that a soil erosion control plan accompany the submission and approval of a final development plan before the subject site's natural ground cover is disturbed. The title block should state as a final development plan.

**City of Franklin Development Checklist**

\_\_\_\_ Steps 1 – 5 MUST be completed prior to Preliminary Planning & Zoning Approval

\_\_\_\_ Steps 1 – 22 to be completed prior to beginning construction

**Administration Fee to accompany Preliminary Plan prior to public hearing**

\_\_\_\_ **Development Plan @ \$400.00** (for Apartments, Commercial, Industrial, etc)

*Additional:* Number of TOTAL units \_\_\_\_\_  
 Units (Apartments) over 20 are \$5.00 per unit  
 # of units 21+: \_\_\_\_\_ @ per \$5 each = \$ \_\_\_\_\_

**TOTAL for this Development:** \_\_\_\_\_ (\$400.00 + \$ \_\_\_\_\_ Additional)

**OR**

\_\_\_\_ **Major Plat @ \$150** (Subdivisions)

*Additional:* Lots (building) 2 – 20 is \$15.00 per lot, each additional lot is \$8.00  
 # of lots 2- 20: \_\_\_\_\_ @ \$15.00 each = \$ \_\_\_\_\_  
 # of lots 21+: \_\_\_\_\_ @ \$8.00 each = \$ \_\_\_\_\_

**TOTAL for this Major Plat:** \_\_\_\_\_ (\$150.00 + \$ \_\_\_\_\_ Additional)

**Check made to Simpson County Clerk for recording fee (\$50.00)**  
*(To be presented with the Final Development Plan)*

**Note: All fees are to be paid and all information shall be submitted to the Planning & Zoning Office a minimum of ten (10) days prior to the next regular scheduled meeting in order to be placed on the meeting agenda.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Franklin Development Checklist

Development Name: \_\_\_\_\_

Location: \_\_\_\_\_

Developer: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

City Representative: \_\_\_\_\_

**Review Fees Payable To City of Franklin**

Steps	Action	Completion Date:	Initials
1	Application for water/sewer/stormwater availability received.		
2	Application for Pre-treatment discharge permit.		
3	Letter of Availability written by City.		
4	Number of availabilities issued. <input style="width: 50px;" type="text"/>		
5	Preliminary plat received. (3 copies of 11 x 17 size)		
6	Preliminary Approval of Development Plans by P & Z		
7	Plan review fee paid. \$500 Water \$500 Sewer \$500 SW \$500 Dep		
8	3 sets of plans received by City. (Include electronic copy)		
9	Engineering Report received (to include stormwater calcs.)		
10	Approval letter from City - Approval stamp on plans		
11	Approval letter from KDOW received.		
12	Easements obtained with copies given to City.		
13	Written construction estimate received. (fair market value)		
14	Inspection fees paid to City.		
15	Water contract signed (with surety bond)		
16	Sewer contract signed (with surety bond)		
17	Inspection and Maintenance Agreement signed		
18	Shop drawings received with details of all appurtenances.		
19	Tap fees paid.		
20	Business License obtained.		
21	Pre-Construction Conference held.		
22	Recorded plat received with easements.		
23	Final Approval by planning commission		
24	Construction allowed to start.		
25	Meters distributed and paid for.		
	# Issued: <input style="width: 50px;" type="text"/>		
26	Pre-Tapping inspection		
27	Contractor allowed to tap line.		
28	All utilities installed.		
29	Review of discharge permit application.		
30	Issue Pretreatment discharge permit if necessary.		
31	As-builts received on paper and electronically.		
32	Final Inspection		
33	Deficiencies corrected.		
34	Letter of Approval from City.		
35	\$500 deposit returned to contractor.		
36	Annual Inspection. (1 Year Warranty)		
37	Letter of acceptance by City.		

\* Steps 1-5 to be completed prior to Preliminary Planning and Zoning Approval

\*\* Steps 1-22 to be completed prior to beginning construction