

AGRICULTURAL LAND DIVISION PROCESS



BOURBON COUNTY
JOINT PLANNING
COMMISSION
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This is intended to be used as a reference for the Agricultural Land Division Process. It is not intended to replace or amend the existing regulations governing the review process, but to assist you in your application for an Agricultural Land Division. For additional information on the regulations, please refer to the **Subdivision Regulations of the Bourbon County Joint Planning Commission** or contact our office.

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1. Have a survey prepared by a registered land surveyor. Your surveyor is responsible for preparing a survey that meets both your specifications, 201 KAR 18:150 and all requirements of the Subdivision Regulations and Zoning Ordinance.

Ask your surveyor what services they provide such as submitting the survey for review and attending the review meetings. Some surveyors will include these tasks in their standard fee, while some will perform the services for an extra cost.

2. Complete and submit the application. This is normally due the 3rd Monday of each month, but it is recommended that you check with the office for the application filing deadline and any future deadlines. You will need to submit:

- **Complete Application**
- **Filing Fee**
- **List of adjoining property owners**
- **Legal Description of Property** – typically a copy of your Deed
- **Plat of Division** - 5 preliminary copies
- **Narrative of Proposed Use** – tell us what you are planning to do

3. Technical Review Committee. Meets at 1:30 p.m. on Monday following the Application Deadline. If the TRC grants conditional approval, the application will be forwarded on to the full Planning Commission for final review. At this time, the TRC may request additional information and/or changes to the plats. You or your representative may attend this meeting.

4. Application Correction Deadline. Friday of the week following the Technical Review Committee meeting. Any changes requested by the TRC must be to the office by this deadline for the application to be on the agenda at the next Planning and Zoning Meeting.

You must provide 17 copies of the final plat to be distributed to the Commission.

After this a legal notification will be placed in the local paper to notify the community of your plans to divide your property. Staff will review your application, prepare a report and make recommendations that will be presented to the Commission.

5. Planning and Zoning Workshop. 4:30 p.m. on the Monday before the Public Hearing. Opportunity for Staff and Commissioners to review the application in preparation for the Public Hearing. You or your representative may attend this meeting.

6. Planning and Zoning Public Hearing. 6:30 on the 3rd Thursday of each month. All applications will go before the Commission in the order of the agenda. You or your representative may be present to answer any questions. This is also an opportunity for any persons who oppose your application to speak. Commission will vote on the application.

7. Final Recording of the Plat. You will need to provide five (5) final plats with all signatures. They will be signed by the Chair of the Commission and you will be notified when they are ready. We will keep one (1) for our records. You take one (1) to the Bourbon County Courthouse to record the plat. The additional copies are for your records.

OTHER THINGS YOU SHOULD KNOW

- All lots will require an entrance. If the entrance is on to a State Road, it will require an encroachment permit from the KY Transportation Cabinet – District 7. If the entrance is on a County Road, approval is by the County Road Supervisor.
- Minimum lot size is 5 acres
- Minimum road frontage is 250 feet

This is for Agricultural Land Division review and is intended to provide brief direction for submitting the application. It should not be construed as definitive instructions for your submittal. These instructions are general in nature and the Bourbon County Joint Planning Commission Staff reserves the right to request additional information on any specific plat or application.