

## 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



# Minor Subdivisions

Visioning Tomorrow's Success Today

## Minor Subdivision Review

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 Minor Subdivision?

A Minor Subdivision is a division of land which creates five (5) or fewer lots and typically does not involve the creation of new streets. In rare instances, street construction is allowed but is generally limited to fifty (50) feet in length (See also Major Subdivision Review). Minor Subdivisions are reviewed and approved administratively with an average review/approval time (from date of plat submission) of five (5) working days.

## How are Minor Subdivisions Approved?

- 1. Informal Meeting (Optional, but encouraged):** The first step is for you (the subdivider) to contact the Planning Commission and arrange an informal meeting with Commission Staff. During this meeting, the Staff can determine if the proposal qualifies as a minor subdivision. Also, Staff members can advise you on zoning and other developer requirements which may be applicable.
- 2. Plat Preparation and Submission:** Subdivision plats are pre-

pared by licensed Land Surveyors. Once the surveyor prepares the subdivision plat, the following items will need to be submitted:

- a. One signed mylar (reproducible) copy of the plat,
- b. Six (6) signed blue line copies of the plat, and
- c. One (1) digital copy (on diskette).

*If your surveyor has any questions regarding plat for mats or other required exhibits, please have them contact the HCCPC's Planning Department.*

**3. Staff Review:** Once the required minor plat exhibits have been submitted, the Staff will review the proposed sub-division for conformance with Hopkinsville Subdivision Regulations. If additional information/exhibits are needed or if the proposal fails to meet subdivision requirements, the Planning Commission staff will contact you. If the plat meets all requirements, the subdivision will be approved and you will be notified.

**4. Recording:** At the time you pick up your minor plat from our office you will be required to pay a review fee (see Fees). Once fees have been paid, you will receive three copies of the signed plat and a Certificate of Land Use Restriction (CLUR). One signed copy of the plat and the CLUR will need to be taken, by you, to the Office of the Christian County Clerk for recording.

## Questions?

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