

**CONVEYANCE PLAT REVIEW  
BOONE COUNTY PLANNING COMMISSION**

**THREE (3) COPIES OF SUBMITTED PLAT ARE REQUIRED**

(See Boone County Subdivision Regulations)

**SECTION A** (To be completed by applicant)

1. Name of Site/Subdivision \_\_\_\_\_
2. Location of Subdivision \_\_\_\_\_
3. Area in Acres \_\_\_\_\_ Number of Lots \_\_\_\_\_
4. Owner of Property \_\_\_\_\_
5. Address of Property Owner \_\_\_\_\_  
\_\_\_\_\_  
City State Zip
6. Name of Applicant \_\_\_\_\_
7. Address of Applicant \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Phone No. \_\_\_\_\_ FAX No. \_\_\_\_\_  
E-Mail \_\_\_\_\_
8. Current Zoning on Property \_\_\_\_\_
9. Deed Book \_\_\_\_\_ Page No. \_\_\_\_\_ Group No. \_\_\_\_\_
10. Is the site subject to a Conditional Use Permit \_\_\_\_\_  
Variance \_\_\_\_\_ Zone Change \_\_\_\_\_ : If so, give date \_\_\_\_\_
11. Is the submitted Conveyance Plat a revision of a previously recorded Conveyance Plat?  
\_\_\_\_\_ If so, list date recorded \_\_\_\_\_.
12. Site Jurisdiction/Location  
\_\_\_\_\_ Unincorporated Boone County \_\_\_\_\_ Walton  
\_\_\_\_\_ Florence \_\_\_\_\_ Union
13. **Review Fee - \$250.00 (for each reviewed lot)**
14. This conveyance of land may require the dedication of additional street right-of-way. A waiver of this regulation or requirement is possible (see Boone County Subdivision Regulations).
15. I, or we, understand that the submitted plat will meet the requirements of the Boone County Subdivision Regulations.

**ORIGINAL Property Owners Signature** \_\_\_\_\_  
(Faxed, Photocopied or Scanned Signatures will **NOT** be Accepted)

**ORIGINAL Applicant's Signature** \_\_\_\_\_  
(Faxed, Photocopied or Scanned Signatures will **NOT** be Accepted)

**NOTE:** (If the surveyor wants their original drawing [e.g. mylar, transparency, tracing paper or vellum] signed by an officer of the Boone County Planning Commission, then it may also be submitted in addition to the three copies.)

(over)

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APPLICATION  
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**SECTION B** (To be completed by the BCPC Staff)

1. Date Received \_\_\_\_\_
2. Review Fee \_\_\_\_\_
3. Number of Copies Received \_\_\_\_\_
4. Is application complete? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Staff Reviewer \_\_\_\_\_
6. Staff Recommendation:  
\_\_\_\_\_ Approval  
\_\_\_\_\_ Approved with Conditions (see #10)  
\_\_\_\_\_ Denial (see #11)
7. Staff Reviewer's Signature \_\_\_\_\_
8. Date of Officer's Signature \_\_\_\_\_
9. Date Applicant Picks up copies \_\_\_\_\_
10. Changes as Noted: \_\_\_\_\_
11. Reasons for Denial: \_\_\_\_\_

**Boone County Planning Commission  
Boone County Administration Building  
2950 Washington Street, Room 317  
P.O. Box 958  
Burlington, Kentucky 41005  
(859) 334-2196 - Phone  
(859) 334-2264 - Fax  
plancom@boonecountyky.org - E-Mail  
www.boonecountyky.org - Web Page**

**NOTE:** See Boone County Planning Commission Fee Schedule for Conveyance Plat Review Fee. An application consists of all fees paid in full, submitted drawings and a complete application form.

**Approval, Approval with Conditions, or Disapproval shall occur within ten (10) working days from the date of submittal - Once reviewed and approved by Staff, the Chairman, Vice-Chairman or Secretary/Treasurer of the Boone County Planning Commission will sign the approved copies.**