

SINGLE-FAMILY RESIDENCE

The following is a list of requirements to be submitted for a single-family residence:

- A completely filled out zoning/building/electrical permit application
- A legal description of the property
- A copy of your recorded deed
- A copy of the approved and recorded plat (if applicable)
- A copy of the permit for new systems from the Health department for your on-site sewage disposal system or a copy of your site evaluation for an existing on-site sewage disposal system (if applicable)
- An affidavit, pursuant to KRS 342.610 (5), either Individual or Corporate/Partnership, or proof of Kentucky's Worker's Compensation Insurance, if we do not have one on file
- A copy of your contractor's Occupational License for the county/city where the work is being performed
- A certificate of encroachment permit for access to a County or State road (if applicable)
- A copy of your Land Disturbance Permit, issued by the Sanitation District No. 1 (if applicable)
- Two copies of your site plan, indicating:
 - Location of all existing and proposed easements
 - Identification of any street adjacent to the property
 - Proposed or existing septic tank, leach field or other septic system shall be shown to scale
 - Property lines with bearings and dimensions
 - Location of existing and proposed building(s) and uses along with the distance from the existing and proposed building to the front and/or right of way lines, side and rear lines
 - Location of driveway, sidewalks, and other off street parking areas as well as type of surfacing used
 - Provisions for erosion control, hillside slippage and sedimentation, indicating the temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading and construction
 - Water drainage and grading lines
 - The existing and proposed topography, shown by contours with intervals not to exceed five feet. The Northern Kentucky Area Planning Commission can produce a topography map for you at a reasonable cost. The applicant must then place (draw) the proposed structure on the topo map
- Three sets of building plans (two sets are required for Unincorporated Campbell County and the city of Cold Spring, four sets are required for the cities of Crestview Hills, Fort Mitchell, and Taylor Mill)
- Vicinity map showing the location of the subject property