



# GEORGETOWN - SCOTT COUNTY PLANNING COMMISSION

DEVELOPMENT SERVICES BUILDING  
230 EAST MAIN STREET  
GEORGETOWN, KENTUCKY 40324  
PLANNING ZONING G.I.S. ENGINEERING

**Earl Smith, Director of Development Services**

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## Procedure/Checklist for Final Dedication of Public Infrastructure

**First:** Notify planning commission staff of the intent to request dedication and complete the following:

### Streets:

- ☐ Repair any failed pavement areas (and witnessed by PC according to severity)
- ☐ Verify that no other street cuts are needed (for utilities, conduits, pipe repair, etc.)
- ☐ Check for proper drainage and location of any milling needed to achieve the depth of the design surface course of asphalt
- ☐ Curb and gutter – repair any major cracking or separation by replacement, minor cracking with caulk; paint curb yellow 10 feet each side of fire hydrants
- ☐ Roadway shoulder – check for width, condition, and erosion
- ☐ Sidewalks – check for proper relationship to curb (elevation and location), grade, jointing or any major cracking (replace entire panel for repair)
- ☐ Handicap ramps – check location, slope, tactile warning strip, cracking and overall accessibility
- ☐ Signage – All signage is installed (street, stop, no-parking, pavement markings, etc.) and is MUTCD compliant (including colors)

### Drainage:

- ☐ Clean and flush all storm sewers to allow for a visual inspection. Applicant may be required to pay for a video inspection if the visual can not resolve any potential issue
- ☐ Catch Basins – check for debris, structural damage or severe cracking; properly sealed (grouted). If in a sag location, check that overflow swale(s) is/are installed and will function.
- ☐ Storm Pipe/Culverts – check for debris or blockage, sagging or deflection, cracking or joint separation
- ☐ Headwalls – check for structural damage/separation from pipe, fencing, erosion, channel protection, grates
- ☐ Ditches – check for positive flow, eroding areas or sediment deposits, and distance from edge of pavement
- ☐ Detention areas – check for erosion or sediment, functioning as designed (may require engineer verification) and volume
- ☐ Water Quality – check for functioning as designed and that it has been serviced/cleaned out
- ☐ Remove all inlet protection devices

### Other:

- ☐ Notify the City Engineer if any street lights need to be installed (80% of lots need to have houses)
- ☐ Asbuilt Drawings – should be complete and match current conditions (copy will be given to City Engineer)
- ☐ Landscaping – check for location, completion and health
- ☐ Check that any exterior or required fencing is complete
- ☐ If there is any other local, state or national permit work (KYTC, COE, DOW), check for completion
- ☐ Check the Planning Commission conditions of approval or special requirements for any pertinent items

**Second:** Contact planning commission engineer for walk-through and final punch list

### **Third:**

- ☐ Clean streets and apply tack coat and final surface pavement
- ☐ Check that manhole rims/valve structures are properly adjusted for surface height

**Final:** Contact planning commission engineer for review of final surface and punch list. If all items are acceptable at this time, approval/dedication eligibility will be sent out. Formal dedication procedures may then occur at the City Council or Fiscal Court\*. Bonding will be as per the current City or County ordinance.

\* Fiscal Court requires a waiting period of two years and a homeowner petition for acceptance.