



Louisville Metro Planning & Design Services

SUBMITTAL REQUIREMENTS MODIFIED CONDITIONAL USE PERMIT

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant PDS
 ONLY

- _____ 1. Completed Planning & Design Application
 - The owner’s signature is required
 - Land Use Restriction form is required

- _____ 2. If the deed has changed from the original submittal, a copy of the current Deed is needed. Every page of the recorded deed must be submitted. The last page must have an “End of Document” stamp. (Some deeds may be obtained at www.jeffersoncountyclerk.org. Click on Online Land Records search until you come to search options, select either option 2 or 3.)

- _____ 3. Legal description on separate 8 ½” X 11” sheet of paper, if changed from original submittal

- _____ 4. Ten (10) site plans drawn to scale

All plans must show the following minimum information or the submittal can’t be accepted.

Plan drawn to engineer’s scale	Property lines with dimensions (new lots shall show bearings)
North arrow shown	Contour Lines shown on plan (relevant for new construction only)
Vicinity map shown	Existing and/or proposed structures shown and identified
Site Address	Gross building footprint area
Tax Block and Lot Number	Gross Floor Area of Buildings
Zoning of property	Location, ownership, Deed Book & Page # of adjacent property owners
Zoning of adjacent properties	Net and Gross acreage of site
Existing Use	Off-street loading areas
Proposed Use	Accessory structures shown with required screening
Street names shown	ILA / VUA calculations (may be shown on tree canopy plan)
Right-of-way width shown	Landscape buffer areas (labeled and dimensioned)
Height of structures	Form District and Form District boundaries if nearby
Plan Date	Form District transition zone shown if required by regulation
Revision Date Box	Owner’s name and address

Louisville Metro Planning & Design Services
444 South Fifth St.
Louisville, KY 40202

502-574-6230

Fax 502-574-8129



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- _____ 5. A letter of explanation for the requested modification
- _____ 6. Fee: \$185.50 cash, check or charge made payable to Louisville Metro Finance.
All checks must include a current address and phone number. (\$160 BOZA fee
and \$25.50 Clerk's fee for Land Use Restriction Form).

Note: If two or more applications requiring a land use restriction form are submitted simultaneously for the same site, only one \$25.50 Clerk's fee is required in addition to the application fees.

For Staff Use Only

Date: _____ **Staff:** _____ **Case #:** _____

Do not accept application if required materials are not submitted

- _____ 7. Stamp the date received on each page of all materials submitted (**Except LUR form**).
- _____ 8. Write the docket number in **RED** in the lower right hand corner of each page.
- _____ 9. Attach the material (a. – g.) in the **original** file folder in the following order from bottom to top. Place purple paper between original file and modified file.
- a. Application
 - b. Legal description on separate 8 ½" X 11" sheet of paper
 - c. Deed
 - d. Affidavits, photographs, or supporting documents, corporate resolution, etc.
 - e. Drawing of the property
 - f. Staff Checklist
 - g. Land Use Restriction form (not attached)
- _____ 10. Put the case file in the In-Coming Application Tray. If the file is in Archives, please request it for Steve. If file is in the library pull it and attach modified CUP in order listed above.

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