



# Louisville Metro Planning & Design Services

## CHANGE IN ZONING/FORM DISTRICT REQUEST SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR.,  
DIRECTOR

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

#### **CHECKLIST:**

Applicant

PDS

ONLY

- \_\_\_\_\_ \_\_\_\_\_ 1. Completed Planning & Design Application
- \_\_\_\_\_ \_\_\_\_\_ 2. A Certification Statement if the ownership is in the form of a corporation, limited company, partnership, etc.
- \_\_\_\_\_ \_\_\_\_\_ 3. Development Information (DI) sheet (This can be obtained from [www.lojic.org](http://www.lojic.org), click on Interactive Map, then Standard Information Map. Click on the green *i* on the left of your map, then click on your property.)
- \_\_\_\_\_ \_\_\_\_\_ 4. A written justification statement detailing why this development is in compliance with Cornerstone 2020 and how it is compatible with the Form District in which the development is proposed to be located
- \_\_\_\_\_ \_\_\_\_\_ 5. Legal description of the area of the rezoning on a separate 8.5" X 11" sheet of paper
- \_\_\_\_\_ \_\_\_\_\_ 6. Copy of the current Recorded Deed. Every page of the recorded deed must be submitted. The last page should have an "End of Document" stamp. (Some deeds may be obtained at [www.jeffersoncountyclerk.org](http://www.jeffersoncountyclerk.org). Click on Online Land Records search until you come to search options, select either option 2 or 3.)
- \_\_\_\_\_ \_\_\_\_\_ 7. Pre-app tax map (obtained at Pre-App Conference)
- \_\_\_\_\_ \_\_\_\_\_ 8. Two (2) sets Mailing labels of adjoining first tier and second tier property owners from PVA Records. (Property owner information may be obtained from Property Valuation Administrator [www.pvalouky.org](http://www.pvalouky.org), click on property search, and type in either the address or the parcel ID.)

Louisville Metro Planning & Design Services  
444 South Fifth St.  
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502-574-6230

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- \_\_\_\_\_ 9. One (1) photo copy of the mailing labels
- \_\_\_\_\_ 10. A Metes & Bounds Boundary plan on a separate 8.5” X 11” sheet of paper, demonstrating the boundary of the legal description, with bearings and distances, in a graphic form. Use as many sheets necessary for legibility. For zoning changes with multiple zoning classifications, label each one as “From” --- “To” (See example 1 attached). **THIS IS REQUIRED OR APPLICATION CANNOT BE ACCEPTED**
- \_\_\_\_\_ 11. One 8.5 x 11 inch copy of the site plan for distribution with the staff report that will be prepared for the case
- \_\_\_\_\_ 12. Land Use Restriction form
- \_\_\_\_\_ 13. Twelve (12) copies of the Development Plan

### SITE PLAN REQUIREMENTS:

**Plans 24” x 36” must be folded accordion style into four sections then tri-folded (9” x 9” maximum) with the lower right corner shown**  
**All plans must include the following minimum information shown on the development plan.**

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
Legend	Rezoning detail with bearings and dimensions
Existing Use	If residential, provide net & gross density, and number of dwelling units
Proposed Use	Off-street loading areas
Street names shown	Accessory structures shown with required screening
Right-of-way width shown	ILA / VUA calculations (may be shown on tree canopy plan)
Height of structures	Landscape buffer areas (labeled and dimensioned)
Plan Date	Form District and Form District boundaries if nearby
Revision Date Box	Form District transition zone shown if required by regulation
Owner’s name and address	

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### SUPPLEMENTAL INFORMATION SHEETS:

- \_\_\_\_\_ 14. Completed Supplemental Information Sheet attached to Zoning/Form District Change Request
- \_\_\_\_\_ 15. List of Developer’s Neighborhood meeting notice
- \_\_\_\_\_ 16. List of adjoining property owners and neighborhood group representatives who received the meeting notice
- \_\_\_\_\_ 17. Developer’s Neighborhood Meeting Attendance sheet
- \_\_\_\_\_ 18. Summary of the meeting detailing specific items of concern and proposed Resolutions

### FEE SCHEDULE:

**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).

R-R, R-E, R-1, R-2, R-3, R-4, R-5, R-5A, R-5B, R-6, R-7, PRD, PTD or TNZD District

Area less than 2.0 acres	\$ 450
Area 2.0 acres to 4.9 acres	\$ 900
Area 5.0 acres or more	\$1800

R-8A, OR, OR-1, OR-2, OR-3, OTF, C-N, or C-R District

Area less than 2.0 acres	\$ 900
Area 2.0 acres to 4.9 acres	\$1800
Area 5.0 acres or more	\$3600

C-1, C-2, C-3, C-M, W-1, W-2, W-3, EZ-1, M-1, M-2, M-3, PRO, or PEC District

Area less than 2.0 acres	\$1350
Area of 2.0 to 4.9 acres	\$2700
Area of 5.0 acres or more	\$5400

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- \_\_\_\_\_ 19. **One set of renderings of the building or buildings proposed for the site. The rendering must contain views of ALL sides of the building(s).**
- \_\_\_\_\_ 20. Cash, charge or check made payable to Louisville Metro Finance. The check must have a current address and phone number.
- \_\_\_\_\_ 21. Check with Case Manager for current Courier-Journal Legal Advertisement Posting procedure

### For Staff Use Only

- \_\_\_\_\_ 22. **If the above information and material are submitted**, enter information into Hansen.
- \_\_\_\_\_ 23. Print Case # on the top middle of check in red ink
- \_\_\_\_\_ 24. Stamp the date received on each page of all materials submitted (**Except LUR form**).
- \_\_\_\_\_ 25. Write the Case number in **RED** in the lower right hand corner of each page.
- \_\_\_\_\_ 26. Write the Case # on the tab, place materials loosely in a green file folder & place on rear wall

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**CERTIFICATE OF LAND USE RESTRICTION**

Name and address of property owner(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of Property (if applicable)

Name of Subdivision or Development

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deed Book and Page of last recording \_\_\_\_\_ X \_\_\_\_\_

Parcel Id Number \_\_\_\_\_

Planning Commission Docket Number or Case Number \_\_\_\_\_

**Type of Restriction**

- \_\_\_\_\_ Zoning Map                      \_\_\_\_\_ Conditional Zoning Condition
- \_\_\_\_\_ Development Plan            \_\_\_\_\_ Subdivision Plan
- \_\_\_\_\_ Variance                            \_\_\_\_\_ Conditional use permit
- \_\_\_\_\_ Other(Specify) \_\_\_\_\_

Name and address of Planning Commission, Board of Zoning Adjustment, Legislative body, or Fiscal court which maintains the original records containing the restrictions.

Louisville Metro Planning and Design Services  
444 S 5<sup>th</sup> St  
Louisville, Kentucky 40202

\_\_\_\_\_  
Dawn Warrick, Assistant Director

Louisville Metro Planning & Design Services  
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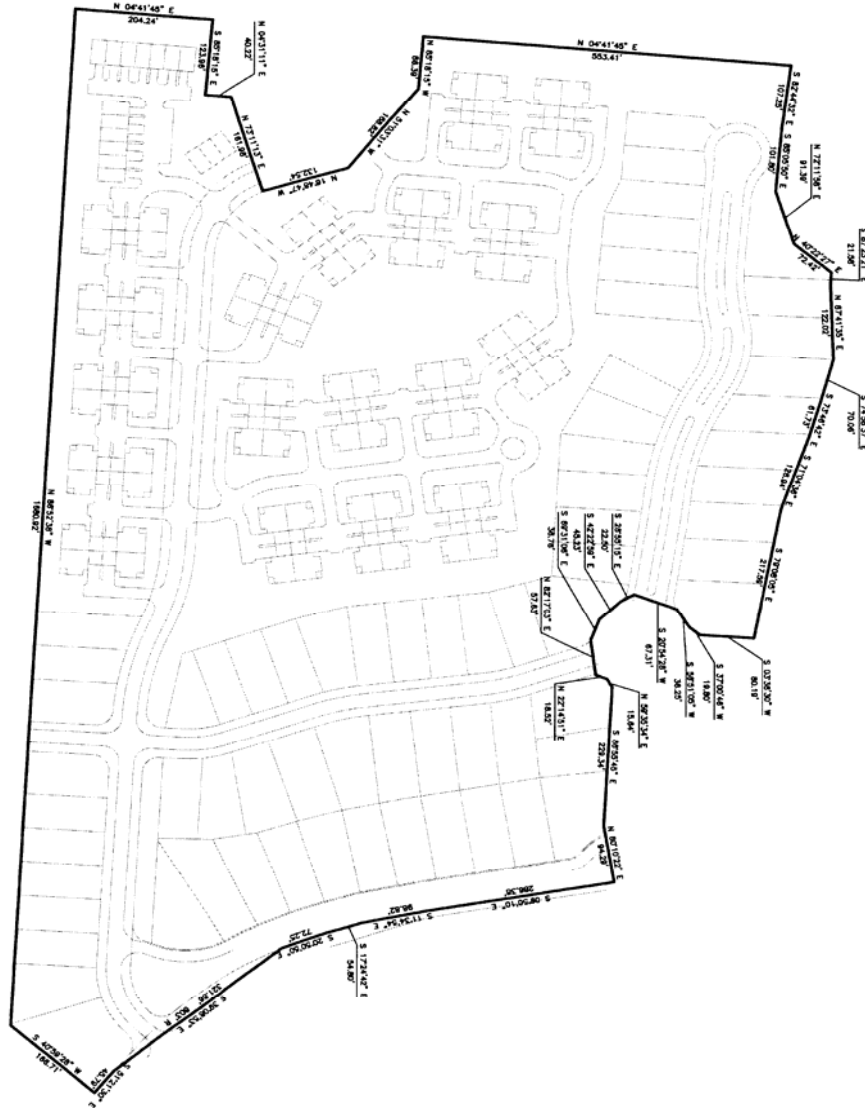
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### BOUNDARY EXAMPLE 1:



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Revised 02/13/09

**SUPPLEMENTAL INFORMATION SHEETS:**

**Procedure for Required Neighborhood Meeting**

**Louisville Metro Planning and Design Services**

The procedure for formal filing of rezoning, conditional use permit, and preliminary subdivision applications is as follows:

An applicant is required to meet with adjoining property owners and area neighborhood group representatives prior to formal filing of rezoning, conditional use permit, and preliminary subdivision applications. This office will supply applicants with the names and mailing addresses of neighborhood group representatives expressing interest in the area of the proposal. Documentation of this meeting, as described below, must be included in order for an application to be complete.

The purpose of this meeting is to increase understanding of a case earlier in the process and to encourage dialogue between developers, area residents and the general public. Early conversation between applicants and neighbors of the site encourages consensus building and could ultimately speed the development process. The meeting should be conducted at a time and location that is convenient for area neighbors and concerned citizens, preferably in the evening.

At the time of formal filing, applicants will be required to submit a copy of the meeting notification, which should be sent at least ten (10) days prior to the meeting. (A sample notification letter is attached.) Submittal requirements also include a list of adjoining property owners and neighborhood group representatives who received this notice, a sign-in sheet from the meeting (sample sign-in sheet attached), and a short summary of the meeting detailing specific items of concern and proposed resolutions.

The meeting should be conducted at least seven (7) days and no more than 90 days prior to formal filing.

**Developer's Neighborhood Meeting**

Meeting Date and Time: \_\_\_\_\_

Developer's Name: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Description of Proposal: \_\_\_\_\_

Subject Site Location: \_\_\_\_\_

\_\_\_\_\_

## Neighborhood Meeting Notification

TO:

Adjoining Property Owners of \_\_\_\_\_,

Address/Location of Site \_\_\_\_\_

Neighborhood Group Representatives expressing interest in this area, and

\_\_\_\_\_, Metro Councilperson for \_\_\_\_\_ District

FROM:

\_\_\_\_\_, Developer (s)

RE:

Development Proposal for Property located at \_\_\_\_\_

Date: \_\_\_\_\_

A proposal to develop \_\_\_\_\_

will be submitted for property located at \_\_\_\_\_.

The existing use on this site is \_\_\_\_\_.

This proposal entails a request for a (check one):

Zoning Change       Conditional Use Permit       Subdivision

This request will be considered by the  
Louisville Metro Planning Commission and/or Board of Zoning Adjustment.

In accordance with procedures of Louisville Metro Planning and Design Services, we have been directed to invite adjoining property owners and neighborhood group representatives to discuss this proposal before an application can be filed. This will be an informal meeting to give you the opportunity to review the proposed plan and discuss the proposal with the developer or his representative. This meeting will be held in addition to the established public meeting procedures of the Planning Commission and/or the Board of Zoning Adjustment.

**The meeting to discuss this development proposal will be held on (Date)** \_\_\_\_\_  
at (Time) \_\_\_\_\_ at (location) \_\_\_\_\_

At this meeting, representatives from \_\_\_\_\_ will explain the proposal and then discuss any concerns you have. The purpose of this meeting is to increase your understanding of this proposal early in the process. We encourage you to attend this meeting and to share your thoughts.



**FOR REGISTERED BUSINESS ONLY**

BUSINESSES OPERATING IN THE COMMONWEALTH OF KENTUCKY MUST BE REGISTERED WITH THE COMMONWEALTH IN THE COUNTY SEAT (FRANKLIN COUNTY) AND IN ANY COUNTY IN WHICH THE BUSINESS WILL OPERATE.

**COMMONWEALTH OF KENTUCKY SECRETARY OF STATE  
CERTIFICATE OF AUTHORITY**

ORGANIZATION NUMBER \_\_\_\_\_

**JEFFERSON COUNTY CLERK**

CORPORATE BOOK \_\_\_\_\_ CORPORATE PAGE \_\_\_\_\_

**The following is applicable to any property located within the incorporated area (s) of a 5th or 6th class city.**

I \_\_\_\_\_ do hereby certify that I have contacted \_\_\_\_\_,  
an official of the City of \_\_\_\_\_ and have made the above City official aware of this request.

---

**Commonwealth of Kentucky Secretary of State Certificate of Authority**, to obtain Organization Number (not Tax I.D. Number) 1(502) 564-3490:

- <http://www.sos.ky.gov>
- Click on Online Services
- Click on Organization Search
- Scroll to middle of page to the Enter Name pattern or Organization number:
- Click Search
- Your Organization Number will be listed first

**Jefferson County Clerk**, you can obtain a copy of your Corporate Book and Page online. If it is not available online you must get a copy at the Jefferson County Clerk, 527 W Jefferson St 574-6220.

- <http://www.jeffersoncountyclerk.org>
- Click on Online Land Records
- Online Lane Records System
- Online Land Records Main Search Page
- Search Options, click option 2
- Enter the company or corporation name
- Under document type, click corporation
- Click search

\*\*\*Note: not all Corporate Book & Page information will be available online\*\*\*



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### COURIER-JOURNAL CONTACT & AD INFORMATION:

## **LEGAL ADVERTISEMENTS**

### **Effective: January 1, 2009**

Since the implementation of the new Land Development Code, the office of Planning and Design Services has undertaken a study of the true costs of doing business as required under state law (KRS 100). One significant aspect of these costs relates to legal notice requirements. In order to provide more certainty of process, effective January 1, 2007, **applicants** requesting a change in zoning, Board of Zoning Adjustment appeal, street name change, and street closure **must provide the required legal advertisement for their proposals and/or appeals**. General information, Courier-Journal contact information, and process for the legal ads are provided below. Advertisement templates are provided on the reverse.

### General Information

- Advertisement of public hearing is required for the following:
  - a) Zoning map amendments
  - b) Board of Zoning Adjustment appeals
  - c) Street name changes and street closures, unless waived by the Planning Commission.
  - d) A continued hearing in a case required to have published notice, unless the hearing is continued to a specific date announced at the hearing on the case.
- Ads must be published no less than 7 days and no more than 21 days prior to the hearing. (\*Exception - street name change must be published a minimum of 14 calendar days prior to the hearing per LDC 6.3.2.D.3.)
- The advertisement must specify the location of the property affected by the request as follows:
  - a) Using the street address of the property in question
  - b) If no street address is available, or if not practicable due to the number of addresses involved (please discuss this with your case manager), a geographic description sufficient to locate and identify the property, and the names of 2 streets on either side of the property which intersect the street on which the property is located.
  - c) When the property in question is located at the intersection of 2 streets, the notice must designate the intersection by name of both streets.
- If a properly documented petition is received to either reschedule the hearing to an evening hour, or to reschedule to an evening hour in the appropriate district, the hearing must be re-advertised by the applicant at least 7 days prior to the

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- Distribution Options and Rates  
Full distribution offers you the maximum exposure for your ad which will go to 42 counties in Kentucky and nine in Southern Indiana.
- Full Distribution Rates  
**Liner Ads** (Per line, 5-line minimum)  
Daily: \$7.44 per line    Sunday: \$8.50 per line  
**Display Ads** (per inch, 2 inch minimum, half-inch increments)  
Daily: \$104.16    Sunday: \$119.05  
  
Zoned distribution is available on **Wednesday**.  
**Liner Ads** (per line, per zone, 5-line minimum): \$2.14  
**Display ads** (per inch, per zone) \$30.00
  - Bold is \$100 per ad
  - Sunday is 15% higher than Wednesday – Sunday
  - Affidavit (proof of publication) is \$40

Affidavits will be sent to you within two weeks of the last publication date for your ad.

My name is Janice Richardson in the Legal Advertising Dept.

My direct line is 502-582-4731 hours are 9 a.m. - 5:30 p.m. Monday-Friday.

The email address is [jrichardson@courier-journal.com](mailto:jrichardson@courier-journal.com) or you can fax advertising to 502-582-4634.

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### **Process:**

1. Your Planning and Design Services Case Manager will notify you if a legal ad is required at the time of application submittal. Please contact your Case Manager with any questions about the process or submittal requirements.
2. You are responsible for submitting the ad to the Courier-Journal in proper format according to the template on the reverse of this sheet and in accordance with the appropriate time frames as listed above.
3. You are required to provide your Case Manager with a copy of the Courier-Journal affidavit as proof of publication.
4. Legal ads not published within the appropriate time frames will result in the case being rescheduled for another public hearing. You will also be required to re-publish notice of the rescheduled hearing date.
5. Any questions should be directed to your Case Manager.

### **TEMPLATE:**

Please send copy of proof to:

Attn: (*Case Manager*)  
Louisville Metro Planning Commission  
444 S. 5<sup>th</sup> Street, Ste. 200  
Louisville, Kentucky 40202

TO APPEAR IN THE COURIER JOURNAL

On (*Date*)

PUBLIC HEARING

Louisville Metro Planning Commission  
September 4, 2008 at 1:00 pm  
Old Jail Building, 514 W. Liberty Street

(Request/s) for Case (#) at (address/es)

Cases may be inspected in the office of Metro Planning and Design, 444 S. 5<sup>th</sup> Street, Ste. 300, Louisville, Kentucky. For special accommodations or additional information, contact Planning at 574-6230 or [www.louisvilleky.gov/planningdesign](http://www.louisvilleky.gov/planningdesign). TDD 1-800-648-6056.

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