



## Louisville Metro Planning & Design Services

# STREET & ALLEY CLOSURE PRE-APPLICATION SUBMITTAL REQUIREMENTS

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 & Supplemental Information
- \_\_\_\_\_ 2. Twelve (12) copies of a recent plat of survey that accurately identifies and describes the proposed area of abandonment, inclusive of the street or ally name
- \_\_\_\_\_ 3. One (1) copy of the proposed site plan if the closing or abandonment is requested in connection with a proposed project
- \_\_\_\_\_ 4. 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.)

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

502-574-6230

Fax 502-574-8129



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### For Staff Use Only

Date: \_\_\_\_\_ Staff: \_\_\_\_\_ Case #: \_\_\_\_\_

**Do not accept application if required materials are not submitted  
Pre-Apps go under Street & Alley Closure in Hansen**

- \_\_\_\_\_ 5. Print out a Zoning Map at time of submittal.
- \_\_\_\_\_ 6. Print out aerial photo for Doris.
- \_\_\_\_\_ 7. **If the above information and material are submitted**, enter information into Hansen.
- APPLICATION TYPE IS LUAPP
  - Work type is LSTCLO (Street & Alley Closure)
  - Link to an address if possible, if not may not be able to associate it in ArcView
  - CHECK STATUS AND NEXT STAGE FOR ALL REQUIRED INFORMATION
  - Customer cannot proceed to check-out until Customer Service **APPROVAL** is confirmed
- \_\_\_\_\_ 8. Print Case # on the top middle of check in red ink
- \_\_\_\_\_ 9. Stamp the date received on each page of all materials submitted (**Except LUR form**).
- \_\_\_\_\_ 10. Write the Project number in **RED** in the lower right hand corner of each page.
- \_\_\_\_\_ 11. Paper clip the application and plan(s) together and put it in the In-Coming Application Tray

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