



Louisville Metro Planning & Design Services

5:30 P.M. NIGHT HEARING PETITION SUBMITTAL REQUIREMENTS (200 signatures required)

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. A petition with original signatures should be submitted to Planning and Design Services Customer Service Desk at least 15 days prior to the Public Hearing date.
- _____ 2. Number of signatures that are required:
 - 200 signatures anywhere in the county for 5:30 PM meeting downtown
- _____ 3. Each individual must sign his/her name. Entries such as “Mr. & Mrs. Jones” are counted as a single request for night hearing.
- _____ 4. Planning and Design Services staff verifies that signatures are in appropriate area by Zip Code and Commissioner’s District.
- _____ 5. Each sheet of the petition will be checked by the Planning and Design Services staff. The staff verifies that this is a request for a night hearing. **If “petition for a night hearing” is not stated on each sheet, then the names on that sheet can’t be counted toward the request.**
- _____ 6. A letter of acknowledgement regarding the receipt of the petition is written by the Planning and Design Services staff and given to the person who submits the petition.

The letter does not verify the accuracy of the petition. It only serves as acknowledgement that the petition was filed in the office of Planning and Design Services.

PETITION FOR NIGHT HEARING

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

502-574-6230

Fax 502-574-8129



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REQUIREMENTS (200 signatures required)

JERRY E. ABRAMSON
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CHARLES C. CASH, JR.,
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We, the undersigned, hereby petition the Planning Commission to hold a night hearing on Docket Number _____, rezoning to the _____ District to

allow a _____ at _____.
(Proposed Use) (Address)

Night hearings begin at **5:30 PM** and are normally held in downtown, and require 200 signatures within the Commissioner's District are required.

Time Limits: All persons in favor of the rezoning shall have a total of *1 hour* for their remarks. All persons opposed to the rezoning shall have a total of *1 hour* for their remarks. Rebuttal by the applicant shall be allotted 15 minutes. Persons wishing to speak at the public hearing are encouraged to coordinate their remarks to avoid repetition. Submittal of comments in writing is encouraged.

Print Name	Signature*	Address (with zip code)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

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PETITION FOR NIGHT HEARING

13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____

*Note: Each individual must sign his/her name. Entries such as "Mr. & Mrs. Jones" are counted as a single request for night hearing.

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For Staff Use Only

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

Do not accept application if required materials are not submitted

- ____ 7. Petition with original signatures should be submitted at least 15 days prior to Public Hearing date.
- ____ 8. Check each petition sheet to verify that this is a request for a night hearing.
If “petition for a night hearing” is not stated on each sheet, then the names on that sheet can’t be counted toward the request.
- ____ 9. Give a letter acknowledging receipt of petition to the person who submitted the petition. Put copy of the letter with the petition.
- Path to letter is G:\Customer\Forms\petition.doc
 - Save letter under G:\Customer\Letters
- ____ 10. Immediately notify all Team Members that the petition was received.
- ____ 11. Verify that signatures are in appropriate area by Zip Code and Commissioner’s District.
- 200 anywhere in the county for 5:30 PM meeting downtown.
- ____ 12. Date stamp each sheet (front or back). Please do not stamp over any signature.
- ____ 13. Give petition to Team Leader.

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