



Louisville Metro Planning & Design Services

SIGNATURE ENTRANCE SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

For Staff Use Only

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

Do not accept application if required materials are not submitted

- _____ 4. If the above information and materials are submitted enter into Hansen to obtain a Case number
- _____ 5. Put the docket number on the top center of the check
- _____ 6. Stamp the date received on each page of all materials submitted.
- _____ 7. Write the docket number in RED in the lower right hand corner of each page.
- _____ 8. Please put the materials in the In-Coming Application Tray.

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