



Louisville Metro Planning & Design Services

TREE PRESERVATION/CLEARING & GRADING 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. All blanks must be filled in. The owner's name is required but **not the signature**. If the address is unknown, please call Planning and Design Services Addressing Team at (502) 574-6230.
- _____ 2. One (1) copy of the Tree Preservation Plan or Clearing & Grading Plan. May be combined with the Landscape Plan. 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 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 | Location, ownership, Deed Book & Page # of adjacent property owners |
| Tax Block and Lot Number | Net and Gross acreage of site |
| Zoning of property | If residential, provide net & gross density, and number of dwelling units |
| Zoning of adjacent properties | Dimensions of drive lanes and point of ingress and egress |
| Existing Use | Off-street parking including ADA parking spaces shown |
| Proposed Use | Typical dimensions of parking spaces and aisles |
| Street names shown | Off-street loading areas |
| Right-of-way width shown | Accessory structures shown with required screening |
| Parking Calculations | ILA / VUA calculations (may be shown on tree canopy plan) |
| Gross building footprint area | Landscape buffer areas (labeled and dimensioned) |
| Gross Floor Area of Buildings | Form District and Form District boundaries if nearby |
| Height of structures | Form District transition zone shown if required by regulation |
| Plan Date | Existing sanitary sewer locations |
| Revision Date Box | Proposed sanitary sewer connections |
| Owner's name and address | Drainage flow arrows |
| Legend | Freestanding signs shown on the plan |

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

502-574-6230

Fax 502-574-8129



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- _____ 3. Cash, check or charge made payable to Louisville Metro Finance.
Fee: Tree Preservation Plan - \$150
Clearing & Grading Plan - \$0

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 the Hansen system to obtain a Case number
- _____ 5. Fill in the Case No., Date, Staff (initials), and Fee (if applicable) in the box at the top of the application form.
- _____ 6. Stamp the date received on every page of all material submitted. This includes all sheets on all plans submitted.
- _____ 7. Write the Case number in **RED** in the lower left hand corner of each page submitted.
- _____ 8. Paperclip the plans and maps together and put them in the In-Coming Application Tray.

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