



# Louisville Metro Planning & Design Services

## JOINT PARKING/OFF-SITE PARKING REVIEW 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
- \_\_\_\_\_ 2. Completed Supplemental Information Sheet attached to JPOP Checklist
- \_\_\_\_\_ 3. Two copies of the project site and of the jointly used site/off-site parking lot(s) must be provided. Make sure that the parking spaces are delineated for all sites. Make sure the walking distances are shown between the project site and the other sites. The map must also include the items in the box below.

**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. Plans may be smaller than 24" x 36".**

**All plans must include the following minimum information or the submittal can not be accepted.**

Plan drawn to engineer's scale	Property lines with dimensions (new lots shall show bearings)
North arrow shown	Acreage of site
Vicinity map shown	Existing and/or proposed structures shown and identified
Site Address	Required building setbacks with dimensions Crosswalks delineated
Tax Block and Lot Number	Internal pedestrian walkways with dimensions Crosswalks delineated
Zoning of property	Existing and Proposed Sidewalks in right-of-way with dimensions
Zoning of adjacent properties	Dimensions of drive lanes and point of ingress and egress
Existing Use	On-street parking spaces shown with dimensional "T's"
Proposed Use	Off-street parking including ADA parking spaces shown
Street names shown	Typical dimensions of parking spaces, aisles, and modules
Off-street loading areas	Existing & proposed pavement edge & widths of abutting streets
Parking Calculations	Accessory structures shown
Gross building footprint area	Landscape buffer areas in accordance with Chapter 10 of the LDC
Gross floor area of buildings	Form District and Form District boundaries if nearby
ILA / VUA calculations	Owner name and address

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

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- \_\_\_\_\_ 4. A detailed letter of explanation for the proposed development must be provided. It must include a parking breakdown for all lots (square footages of buildings/uses, parking ratios, calculations of required parking, amount of provided parking). All business hours must be listed. Peak hours must be listed if known.
- \_\_\_\_\_ 5. A parking study of the jointly used site(s) must be conducted on 3 separate days. One day of the study must be the peak day for each use. See Section 9.1.17 for details concerning parking studies. (Only needed for joint parking, not for Off-site parking applications).
- \_\_\_\_\_ 6. A lease agreement for the Joint Use/Off-site Parking must be provided if parking is on separate lots. The agreement does not need to be recorded until the JPOP is approved. All owners must sign the lease agreement at the time the agreement is submitted to staff.
- \_\_\_\_\_ 7. A 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.
- \_\_\_\_\_ 8. Provide a zoning map and a Development Information (DI) sheet. May be obtained at the Customer Service desk at time of submittal, or on the internet at [www.lojic.org](http://www.lojic.org).
- \_\_\_\_\_ 9. A Land Use Restriction (LUR) form must be completed. Fee is \$25.50. Please make check payable to Louisville Metro Finance.

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### For Staff Use Only

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

**Do not accept application if required materials are not submitted**

\_\_\_\_ 10. **If the above information and material are submitted**, enter information into Hansen.

- APPLICATION TYPE IS LUAPP
- Work type is LJPOP (Joint Parking Agreement)
- CHECK STATUS AND NEXT STAGE FOR ALL REQUIRED INFORMATION
- Enter County Clerk fee on fee tab then insert to calculate fees in total
- Customer cannot proceed to check-out until Customer Service **APPROVAL** is confirmed

\_\_\_\_ 11. Print Case # on the top middle of check in red ink.

\_\_\_\_ 12. Stamp the date received on each page of all materials submitted (**Except LUR form**).

\_\_\_\_ 13. Write the Case number in **RED** in the lower right corner of each page.

\_\_\_\_ 14. Place material in a manila file folder and put in the In-Coming Application Tray.

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**REQUIREMENTS**

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**SUPPLEMENTAL INFORMATION SHEET**

**Check one of the following:**

Joint Use Parking Review

Off-Site Parking Review

Other, explain \_\_\_\_\_

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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 \_\_\_\_\_

Tax Block and Lot Number \_\_\_\_\_ X \_\_\_\_\_

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.

Any questions should be directed to Steve Lutz for Zoning cases, Beth Allen for Subdivisions cases or Steve Hendrix for Variance cases and Conditional Use Permits.

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444 S 5<sup>th</sup> St  
Louisville, Kentucky 40202

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

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