



Louisville Metro Planning & Design Services

CELLULAR TOWER 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 and the owner's signature **is required**.
- _____ 2. Completed Certificate of Land Use Restriction form
- _____ 3. Development Information (DI) Sheet (This can be obtained from 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.)
- _____ 4. Copy of the current deed, the deed must be recorded and every page submitted "End of Document" must appear on the last page. (Some deeds may be obtained at www.jeffersoncountyclerk.org. Click on Online Land Records search until you come to search options, select either option 2 or 3.)
- _____ 5. A letter of explanation for the proposed development
- _____ 6. Four (4) copies 24" x 36" site development plan or survey, signed and sealed by a professional engineer registered in Kentucky, that shows the proposed location of the tower and all easements and existing structures within five hundred (this meets requirement of the supplemental documentation required)
- _____ 7. Two copies of labels and label matrix of property owners who own property within five hundred (500) feet of the proposed tower or property contiguous to the site upon which the tower is proposed to be constructed
- _____ 8. List of the property owners who received the notice, together with copies of the certified letters sent to the listed property owners
- _____ 9. Four bound (4) copies of all supplemental documentation listed in the General Provisions in 4.4.2. (Contents of uniform application) of the March 2006 Land Development Code (this is in compliance with KRS 100.985 to 100.987).

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

502-574-6230

Fax 502-574-8129



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_____ 10. Fee: \$2500.00 Cash or check made payable to Louisville Metro Finance

For Staff Use Only

Date: _____ Staff: _____ Docket #: _____

Do not accept application if required materials are not submitted

- _____ 17. **If the above information and material are submitted**, enter into Hansen to obtain a case #.
- _____ 18. Fill out fee tab in Hansen to reflect fee of \$2485.00 for Cell Tower & Clerk Fee of \$15.00.
- _____ 19. Write the case number in the in red ink on the in the center of the check
- _____ 20. Write the case number in red on the bottom corner of each document, date stamp, place in a green folder, and set on back wall for pick up.

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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 5th St
Louisville, Kentucky 40202

Dawn Warrick, Assistant Director

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