



Louisville Metro Planning & Design Services

FLOYDS FORK DEVELOPMENT REVIEW OVERLAY 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 (**Owners signature is required**)
- _____ 2. Completed Supplemental Information Sheet attached to Floyds Fork DRO Checklist

All plans must show the following minimum information or the submittal can't be accepted.

Limits of construction disturbance	Location of septic system or approved waste disposal system with dimensions
Plan drawn to engineer's scale	Location of curb cut, driveway and parking lot with dimensions
North arrow shown	Property lines with dimensions (new lots shall show bearings)
Vicinity map shown	Contour Lines shown on plan (relevant for new construction only)
Site Address	Existing and/or proposed structures shown and identified
Tax Block and Lot Number	Gross building footprint area
Zoning of property	Gross Floor Area of Buildings
Zoning of adjacent properties	Location, ownership, Deed Book & Page # of adjacent property owners
Existing Use	Net and Gross acreage of site
Proposed Use	If residential, provide net & gross density, and number of dwelling units
Street names shown	Off-street loading areas
Right-of-way width shown	Accessory structures shown with required screening
Height of structures	ILA / VUA calculations (may be shown on tree canopy plan)
Plan Date	Landscape buffer areas (labeled and dimensioned)
Revision Date Box	Form District and Form District boundaries if nearby
Owner's name and address	Form District transition zone shown if required by regulation
	Location of natural vegetation along scenic vistas

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444 South Fifth St.
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- _____ 3. Current Recorded Deed – Compare the owner’s signature on Part 2 with the deed. Every page of the recorded deed must be submitted. The last page should have an “End of Document” stamp. (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.)
- _____ 4. Twelve (12) copies of plan.
- _____ 5. Letter or other form of approval from Health Department when on-site sanitary sewer is proposed in or near the floodplain
- _____ 6. Land Use Restriction form
- _____ 7. Certification Statement, if the owner is in the form of a corporation or partnership
- _____ 8. If Planning Commission action is required, the following items are required:
 - _____ a. Adjacent Property Owners names and addresses on mailing labels
 - _____ b. Label matrix of adjacent property owners (APO List)
- _____ 9. Cash, check or charge made payable to Louisville Metro Finance for amount listed below. (Note: If two or more applications requiring a land use restriction form are submitted simultaneously for the same site, only one \$25.50 Clerk’s fee is required in addition to the application fee.)

(Check one):

- _____ \$225.50 for cases that require approval by the Planning Commission
(\$200 for application and a \$25.50 Clerk’s fee for Land Use Restriction Form)
- _____ \$105.50 for the following activities that may be approved by Staff
(\$80 for application and a \$25.50 Clerk’s fee for Land Use Restriction Form)

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(Circle the dot for all that apply):

- Construction of a single family home on a lot created prior to the application of the Development Review Overlay (March 9, 1993)
- Construction of one or more single family homes in a subdivision that the Planning Commission has approved in accordance with this regulation
- Cutting, filling, other alteration of the ground surface, subject to the limits established for a minor earth excavation in Section 9.6.C.2
- Construction of retaining walls having a vertical face of eight feet or less
- Clearing less than three acres of forested area
- Construction of roadways or parking lots serving five or fewer dwelling units
- Subdivision of land creating three or fewer parcels
- 50% or greater expansion of an existing residential structure (Less than 50% not subject to DRO)
- Greater than 10% and up to 100% expansion of a non-residential structure

For Staff Use Only

- _____ 10. **If the above information and material are submitted**, enter information into Hansen.
- APPLICATION TYPE IS LUAPP
 - Work type is LFFORK (Floyds Fork Overlay Review)
 - 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 of each page.

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Date: _____ Staff: _____ Case #: _____

Do not accept application if required materials are not submitted

_____ 14. Attach the material in a manila file folder in the following order from bottom to top.

- Application
- Deed
- APO list/matrix, if required
- APO mailing labels, if required
- Letter or form from Health Department, if required
- Checklist
- Land Use Restriction Form (Unattached)

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SUPPLEMENTAL INFORMATION SHEET

Application is hereby made for a review under Chapter 3 of the Land Development Code to permit the following action(s):

(Check all of the following that apply)

- A. New structure
- B. Expansion of existing structure
- C. Single family residential
- D. Commercial (proposed use _____)
- E. Industrial (proposed use _____)
- F. Subdivision (total # of lots: _____)
- G. Utility construction
- H. Stream alteration
- I. Clearing of land/grading
- J. Other (specify) _____

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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 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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Dawn Warrick, Assistant Director

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