



Louisville Metro Planning & Design Services

After 6:00 P.M. NIGHT HEARING PETITION SUBMITTAL REQUIREMENTS (300 signatures required)

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. A petition with original signatures should be submitted to Planning and Design Services' Customer Service Desk within (no less than) 15 days of the scheduled Public Hearing date.
- _____ 2. Number of signatures that are required:
 - 300 or more property owners living within the affected Metro Council District and/or adjacent Council districts for a meeting after 6:00 PM at a convenient location
- _____ 3. Each individual must sign his/her name. Entries such as "Mr. & Mrs. Jones" are counted as a single request for night hearing.
- _____ 4. Planning and Design Services staff verifies that signatures are in appropriate area by Zip Code and Metro Council District.
- _____ 5. Each sheet of the petition will be checked by the Planning and Design Services staff. The staff verifies that this is a request for a night hearing. **If "petition for a night hearing" is not stated on each sheet, then the names on that sheet can't be counted toward the request.**
- _____ 6. A letter of acknowledgement regarding the receipt of the petition is written by the Planning and Design Services staff and given to the person who submits the petition.

The letter does not verify the accuracy of the petition. It only serves as acknowledgement that the petition was filed in the office of Planning and Design Services.

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

502-574-6230

Fax 502-574-8129



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PETITION FOR NIGHT HEARING

We, the undersigned, hereby petition the Planning Commission to hold a night hearing on Docket Number _____, rezoning to the _____ District to

allow a _____ at _____.
(Proposed Use) (Address)

Night hearings begin at after **6:00 PM** and are normally held in the nearest branch County Government Center, unless otherwise arranged. 300 signatures within the Metro Council District and/or adjacent Council districts are required.

Time Limits: All persons in favor of the rezoning shall have a total of *1 hour* for their remarks. All persons opposed to the rezoning shall have a total of *1 hour* for their remarks. Rebuttal by the applicant shall be allotted 15 minutes. Persons wishing to speak at the public hearing are encouraged to coordinate their remarks to avoid repetition. Submittal of comments in writing is encouraged.

Print Name	Signature*	Address (with zip code)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____

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PETITION FOR NIGHT HEARING

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

30. _____

31. _____

32. _____

33. _____

*Note: Each individual must sign his/her name. Entries such as "Mr. & Mrs. Jones" are counted as a single request for night hearing.

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For Staff Use Only

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

Do not accept application if required materials are not submitted

- ____ 7. Petition with original signatures should be submitted within (no less than) 15 days prior to Public Hearing date.
- ____ 8. Check each petition sheet to verify that this is a request for a night hearing.
If “petition for a night hearing” is not stated on each sheet, then the names on that sheet can’t be counted toward the request.
- ____ 9. Give a letter acknowledging receipt of petition to the person who submitted the petition. Put copy of the letter with the petition.
- Path to letter is G:\Customer\Forms\petition.doc
 - Save letter under G:\Customer\Letters
- ____ 10. Immediately notify all Team Members that the petition was received.
- ____ 11. Verify that signatures are in appropriate area by Zip Code and Metro Council District and/or adjacent Council districts.
- 300 or more within the affected Metro Council District and/or adjacent Council districts for a meeting after 6:00 p.m. at a convenient location
- ____ 12. Date stamp each sheet (front or back). Please do not stamp over any signature.
- ____ 13. Give petition to Team Leader.

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