



## Louisville Metro Planning & Design Services

# STREET & ALLEY NAME CHANGE 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 and Supplemental Information Sheet. All applications must have the signature & address of each applicant or an attorney representing each applicant. The application may be initiated and signed by:
- The Planning Commission
  - Any governmental unit having geographical jurisdiction over any part of the street or alley
  - Property owners representing 51% of all property owners whose property is adjacent to the affected street or alley
- \_\_\_\_\_
- \_\_\_\_\_ 2. One label matrix and one set of mailing labels with the names and addresses of all property owners whose property is adjacent to the affected street or alley. The “affected street or alley” is the segment of street or alley as defined by the nearest intersecting streets.
- \_\_\_\_\_
- \_\_\_\_\_ 3. \$160 cash, check or charge made payable to Louisville Metro Finance
- A fee is not required for a governmental agency.
- \_\_\_\_\_
- \_\_\_\_\_ 4. Four (4) copies of a drawing of the street or alley involved with the following requirements
- Drawn to a standard scale (Example: engineer’s scale 1” = 20’)
  - Street names (existing & proposed)
  - Names and addresses of all adjacent property owners along the right-of-way as reflected by maps maintained by the Property Valuation Administrator
  - Vacant lots designated on the map
  - Vicinity map
  - Show connection to all cross & aligned streets

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

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- \_\_\_\_\_ 5. One (1) 8 ½ x 11 copy of the drawing
- \_\_\_\_\_ 6. One copy of the original recorded record plat or recorded minor plat
- \_\_\_\_\_ 7. A justification letter stating:
- How many property owners will be affected by the name change?
  - Has this proposal been discussed by the adjoining property owners?
- \_\_\_\_\_ 8. Approval letter from fire district
- \_\_\_\_\_ 9. Digital Map submittal to [doris.heyman@louisvilleky.gov](mailto:doris.heyman@louisvilleky.gov)

**PLEASE NOTE: Review of proposed street name by Planning and Design Services Addressing staff and E-911 is required prior to submittal of Name Change request.**

Addressing Staff must sign below:

The proposed street name is not a duplication of a street name in Jefferson County and the name is reserved until the application process is complete.

Addressing Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(print)

E-911 has no objection to the proposed street name listed in this application.

E-911 Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(print)

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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.  
**If the above information and material are submitted**, enter information into Hansen under previously assigned Hansen #.

- Under fees tab, add fee for street & alley closure
- Under details tab, highlight PDS Intake & click on modify.
- Click update
- Then Insert
- Worktype is LSTNAM, enter intake person ID, date & brief description of formal filing
- Click update
- Enter formal filing date under Application-General

\_\_\_\_\_ 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 hand corner of each page.

14. Place materials loosely in a manila file folder, write the Case # on the tab & put it in the In-

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**SUPPLIMENTAL INFORMATION SHEET:**

**FOR REGISTERED BUSINESS ONLY**

**BUSINESSES OPERATING IN THE COMMONWEALTH OF KENTUCKY MUST BE REGISTERED WITH THE COMMONWEALTH IN THE COUNTY SEAT (FRANKLIN COUNTY) AND IN ANY COUNTY IN WHICH THE BUSINESS WILL OPERATE.**

**\*COMMONWEALTH OF KENTUCKY SECRETARY OF STATE  
CERTIFICATE OF AUTHORITY**

ORGANIZATION NUMBER \_\_\_\_\_

**\*\*JEFFERSON COUNTY CLERK**

CORPORATE BOOK \_\_\_\_\_ CORPORATE PAGE \_\_\_\_\_

**The following is applicable to any property located within the incorporated area (s) of a 5th or 6th class city.**

I \_\_\_\_\_ do hereby certify that I have contacted \_\_\_\_\_,

an official of the City of \_\_\_\_\_ and have made the above City official aware of this request.

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\* **Commonwealth of Kentucky Secretary of State Certificate of Authority**, to obtain Organization Number (not Tax I.D. Number) 1(502) 564-3490:

- <http://www.sos.ky.gov>
- Click on Online Services
- Click on Organization Search
- Scroll to middle of page to the Enter Name pattern or Organization number:
- Click Search
- Your Organization Number will be listed first

\*\* **Jefferson County Clerk**, you can obtain a copy of your Corporate Book and Page online. If it is not available online you must get a copy at the Jefferson County Clerk, 527 W Jefferson St 574-6220.

- <http://www.jeffersoncountyclerk.org>
- Click on Online Land Records
- Online Lane Records System
- Online Land Records Main Search Page
- Search Options, click option 2
- Enter the company or corporation name
- Under document type, click corporation
- Click search

\*\*\*Note: not all Corporate Book & Page information will be available online\*\*\*

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### CONSENT TO STREET OR ALLEY NAME CHANGE

I, \_\_\_\_\_, am the property owner of  
(Please Print Name)

\_\_\_\_\_  
(please print property address)  
in Louisville, Kentucky. I have been notified that an application to change the  
street / alley name described as

\_\_\_\_\_  
\_\_\_\_\_

will be filed with the Louisville Metro Planning Commission. The Planning  
Commission will make a recommendation concerning the name change to the legislative  
body having jurisdiction over the street / alley described above.

I, as an abutting property owner to the street / alley being re-named, do hereby consent  
and agree to the name change.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Owner Address

\_\_\_\_\_  
City, State, Zip

Subscribed and sworn to, before me, by \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

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## **LEGAL ADVERTISEMENTS**

### **Effective: January 1, 2009**

Since the implementation of the new Land Development Code, the office of Planning and Design Services has undertaken a study of the true costs of doing business as required under state law (KRS 100). One significant aspect of these costs relates to legal notice requirements. In order to provide more certainty of process, effective January 1, 2007, **applicants** requesting a change in zoning, Board of Zoning Adjustment appeal, street name change, and street closure **must provide the required legal advertisement for their proposals and/or appeals**. General information, Courier-Journal contact information, and process for the legal ads are provided below. Advertisement templates are provided on the reverse.

### **General Information**

- Advertisement of public hearing is required for the following:
  - a) Zoning map amendments
  - b) Board of Zoning Adjustment appeals
  - c) Street name changes and street closures, unless waived by the Planning Commission.
  - d) A continued hearing in a case required to have published notice, unless the hearing is continued to a specific date announced at the hearing on the case.
- Ads must be published no less than 7 days and no more than 21 days prior to the hearing. (\***Exception** - street name change must be published a minimum of 14 calendar days prior to the hearing per LDC 6.3.2.D.3.)
- The advertisement must specify the location of the property affected by the request as follows:
  - a) Using the street address of the property in question
  - b) If no street address is available, or if not practicable due to the number of addresses involved (please discuss this with your case manager), a geographic description sufficient to locate and identify the property, and the names of 2 streets on either side of the property which intersect the street on which the property is located.
  - c) When the property in question is located at the intersection of 2 streets, the notice must designate the intersection by name of both streets.
- If a properly documented petition is received to either reschedule the hearing to an evening hour, or to reschedule to an evening hour in the appropriate district, the hearing **must** be re-advertised by the applicant at least 7 days prior to the public hearing.

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- **Distribution Options and Rates**  
Full distribution offers you the maximum exposure for your ad which will go to 42 counties in Kentucky and nine in Southern Indiana.
- **Full Distribution Rates**  
**Liner Ads** (Per line, 5-line minimum)  
Daily: \$7.44 per line    Sunday: \$8.50 per line  
**Display Ads** (per inch, 2 inch minimum, half-inch increments)  
Daily: \$104.16    Sunday: \$119.05  
  
Zoned distribution is available on **Wednesday**.  
**Liner Ads** (per line, per zone, 5-line minimum): \$2.14  
**Display ads** (per inch, per zone) \$30.00
  - Bold is \$100 per ad
  - Sunday is 15% higher than Wednesday – Sunday
  - Affidavit (proof of publication) is \$40

Affidavits will be sent to you within two weeks of the last publication date for your ad.

My name is Janice Richardson in the Legal Advertising Dept.

My direct line is 502-582-4731 hours are 9 a.m. - 5:30 p.m. Monday-Friday.

The email address is [jrichardson@courier-journal.com](mailto:jrichardson@courier-journal.com) or you can fax advertising to 502-582-4634.

- **Deadlines**  
**For full distribution: Noon for the next day from Tuesday-Saturday.**  
Sunday and Monday deadline is 3pm on Friday. Please allow additional time for complex ads.

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### Process

1. Your Planning and Design Services Case Manager will notify you if a legal ad is required at the time of application submittal. Please contact your Case Manager with any questions about the process or submittal requirements.
2. You are responsible for submitting the ad to the Courier-Journal in proper format according to the template on the reverse of this sheet and in accordance with the appropriate time frames as listed above.
3. You are required to provide your Case Manager with a copy of the Courier-Journal affidavit as proof of publication.
4. Legal ads not published within the appropriate time frames will result in the case being rescheduled for another public hearing. You will also be required to re-publish notice of the rescheduled hearing date.
5. Any questions should be directed to your Case Manager.

### TEMPLATE:

Please send copy of proof to:

Attn: (*Case Manager*)  
Louisville Metro Planning Commission  
444 S. 5<sup>th</sup> Street, Ste. 200  
Louisville, Kentucky 40202

TO APPEAR IN THE COURIER JOURNAL

On (*Date*)

PUBLIC HEARING

Louisville Metro Planning Commission

September 4, 2008 at 1:00 pm

Old Jail Building, 514 W. Liberty Street

(Request/s) for Case (#) at (address/es)

Cases may be inspected in the office of Metro Planning and Design, 444 S. 5<sup>th</sup> Street, Ste. 300, Louisville, Kentucky. For special accommodations or additional information, contact Planning at 574-6230 or [www.louisvilleky.gov/planningdesign](http://www.louisvilleky.gov/planningdesign). TDD 1-800-648-6056.

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