



# Louisville Metro Planning & Design Services

## SIGN PLAN SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR.,  
DIRECTOR

### All Submittals Must Be Submitted In Person To The Customer Service Counter

*Note:* Sign Plans are required for Plan Certain cases that require Planning Commission approval of proposed signage.

Applicant

PDS  
ONLY

- \_\_\_\_\_ 1. Completed Planning & Design Application. All blanks must be filled in. **The owner's signature is required.**
- \_\_\_\_\_ 2. Certification Statement, if the owner is in the form of a corporation or partnership
- \_\_\_\_\_ 3. Two (2) copies of a Development Plan (clearly identifying the location of all proposed signs, dimensions, and setback from the property line for each sign). Plans 24" x 36" must be folded accordion style into four sections then tri-folded (9" x 9" maximum) with the lower right corner showing.
- \_\_\_\_\_ 4. Two (2) copies of a sign diagram if not shown on the Development Plan
- \_\_\_\_\_ 5. Self-addressed "blue card", obtained from Customer Service staff
- \_\_\_\_\_ 6. Fee: \$80 Cash, check or charge made payable to Louisville Metro Finance. The check must include a current address, business phone number, and the home phone number if it is a personal check.

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

502-574-6230

Fax 502-574-8129



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### For Staff Use Only

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

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

- \_\_\_\_\_ 7. If the above information and material are submitted, enter information into Hansen.
- APPLICATION TYPE IS LUAPP
  - Work type is LSPLAN (Sign Plan)
  - 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
- \_\_\_\_\_ 8. Print Case # on the top middle of check in red ink.
- \_\_\_\_\_ 9. Stamp the date received on each page of all materials submitted (**Except LUR form**).
- \_\_\_\_\_ 10. Write the Project number in **RED** in the lower right corner of each page.
- \_\_\_\_\_ 11. Put the materials in the In-Coming Application Tray.

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