



Louisville Metro Planning & Design Services

SUBMITTAL REQUIREMENTS EXTENSION OF EXPIRATION

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 with the exception of "Project Name", "Developer", "Engineer / Other", and fax number. The owner's signature **IS NOT REQUIRED** for an extension.
- _____ 2. A detailed letter explaining the reason for the request. Please include the docket number(s).
- _____ 3. \$240 in cash, check or charge made payable to Louisville Metro Finance.

For Staff Use Only

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

Do not accept application if required materials are not submitted

- _____ 4. **If the above information and material are submitted**, enter information into Hansen.
- APPLICATION TYPE IS LUAPP
 - Work type is LEXPIR (Extension of Expiration)
 - CHECK STATUS AND NEXT STAGE FOR ALL REQUIRED INFORMATION
 - Customer cannot proceed to check-out until Customer Service **APPROVAL** is confirmed
- _____ 5. Print Case # on the top middle of check in red ink.
- _____ 6. Write the Case number in **RED** in the lower left of each page.
- _____ 7. Clip material together and put it in the In-Coming Application Tray.

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

502-574-6230

Fax 502-574-8129