



Louisville Metro Planning & Design Services

SUBDIVISION 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
- _____ 2. Letter of Explanation
- _____ 3. One (1) copy of the plan with the only change being the proposed name change.
- _____ 4. Fee of \$160 in cash, check or charge made out to Louisville Metro Finance

For Staff Use Only

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

Do not accept application if required materials are not submitted

- _____ 5. Log submittal into Hansen for Case number
- _____ 6. Stamp the date received and write the Case # in red in the bottom right hand corner.
- _____ 7. Put the application 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