



Louisville Metro Planning & Design Services

CONDITIONAL USE PERMIT 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. Completed Supplemental Information Sheet attached to Conditional Use Permit
- _____ 3. Certification Statement, if the owner is in the form of a corporation or partnership; supplemental documents (if needed)
- _____ 4. Development Information (DI) Sheet (This can be obtained from www.lojic.org, click on Interactive Map, then Standard Information Map. Click on the green *i* on the left of your map, then click on your property.)
- _____ 5. Legal description as shown on the deed on a separate 8 ½” X 11” sheet of paper
- _____ 6. Copy of the current deed, the deed must be recorded and every page submitted. “End of Document” must appear on the last page. (Some deeds may be obtained at www.jeffersoncountyclerk.org. Click on Online Land Records search until you come to search options, select either option 2 or 3.)
- _____ 7. Pre-App Tax Map obtained at the Pre-Application Conference with staff
- _____ 8. Mailing Labels with Adjoining Property Owners 1st & 2nd tier names and addresses. (Property owner information may be obtained from Property Valuation Administrator www.pvalouky.org, click on property search, and type in either the address or the parcel ID.)
- _____ 9. Labels matrix with 1st & 2nd tier Adjoining Property Owners names and addresses. (The matrix is a photo copy of the mailing labels.)

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

Fax 502-574-8129



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- _____ 10. Land Use Restriction form
- _____ 11. Twelve (12) copies of the site plan for the property
- _____ 12. Copy of Developer's Neighborhood meeting notice
- _____ 13. List of adjoining property owners and neighborhood group representatives who received the meeting notice
- _____ 14. Developer's Neighborhood Meeting Attendance sheet

All plans must show the following minimum information or the submittal can't be accepted.

Plan drawn to engineer's scale	Property lines with dimensions (new lots shall show bearings)
North arrow shown	Existing and/or proposed structures shown and identified
Vicinity map shown	Gross building footprint area
Site Address	Gross Floor Area of Buildings
Tax Block and Lot Number	Location, ownership, Deed Book & Page # of adjacent property owners
Zoning of property	Net and Gross acreage of site
Zoning of adjacent properties	Off-street loading areas if applicable
Existing Use	Accessory structures shown with required screening if applicable
Proposed Use	ILA / VUA calculations (may be shown on tree canopy plan) if applicable
Street names shown	Landscape buffer areas (labeled and dimensioned) if applicable
Right-of-way width shown	Form District and Form District boundaries nearby if applicable
Height of structures	Form District transition zone shown if required by regulation
Plan Date	Owner's name and address
Revision Date Box	

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- _____ 15. Summary of the meeting detailing specific items of concern and proposed resolutions
- _____ 16. For new building construction if Building Design Standards apply, information on the architectural design of the building(s) shall be submitted.
- _____ 17. If new outdoor lights are proposed for the development, information on lights shall be submitted with sufficient detail to show compliance with Chapter 4, Part 1 of the Land Development Code.
- _____ 18. \$775.50 in cash, check or charge made payable to Louisville Metro Finance. The check must have a current address and phone number. (\$750.50 application fee and \$25.50 Clerk's fee for Land Use Restriction Form.) **Note:** If two or more applications requiring a land use restriction form are submitted simultaneously for the same site, only one \$25.50 Clerk's fee is required in addition to the application fees.

For Staff Use Only

Do not accept application if required materials are not submitted

- _____ 19. **If the above information and material are submitted**, enter information into Hansen.
- APPLICATION TYPE IS LUAPP
 - Work type is LCUP (Conditional Use Permit)
 - CHECK STATUS AND NEXT STAGE FOR ALL REQUIRED INFORMATION
 - Enter County Clerk fee on fee tab then insert to a calculate fees in total
 - Customer cannot proceed to check-out until Customer Service **APPROVAL** is confirmed
- _____ 20. Print Case # on the top middle of check in red ink.

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Date: _____ Staff: _____ Case #: _____

Do not accept application if required materials are not submitted

- _____ 11. Stamp the date received on each page of all materials submitted (**Except LUR form**).
- _____ 12. Write the Case number in **RED** in the top center of each page.
- _____ 20. Attach the material in the file folder in the following order from bottom to top:
 - a. Application
 - b. DI Sheet
 - c. Legal description on separate 8 ½" X 11" sheet of paper
 - d. Deed
 - e. Supplemental documents & information
 - f. Pre-App Tax Map
 - g. APO label matrix and labels
 - h. Site plan folded and placed in pocket of file folder
 - i. Checklist
 - j. Land Use Restriction form (not attached)
- _____ 22. Put the folder in the In-Coming Application Tray.

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Procedure for Formal Filing

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The procedure for formal filing of rezoning, conditional use permit, and preliminary subdivision applications is as follows:

An applicant is required to meet with adjoining property owners and area neighborhood group representatives prior to formal filing of rezoning, conditional use permit, and preliminary subdivision applications. This office will supply applicants with the names and mailing addresses of neighborhood group representatives expressing interest in the area of the proposal. Documentation of this meeting, as described below, must be included in order for an application to be complete.

The purpose of this meeting is to increase understanding of a case earlier in the process and to encourage dialogue between developers, area residents and the general public. Early conversation between applicants and neighbors of the site encourages consensus building and could ultimately speed the development process. The meeting should be conducted at a time and location that is convenient for area neighbors and concerned citizens, preferably in the evening.

At the time of formal filing, applicants will be required to submit a copy of the meeting notification, which should be sent at least ten (10) days prior to the meeting. (A sample notification letter is attached.) Submittal requirements also include a list of adjoining property owners and neighborhood group representatives who received this notice, a sign-in sheet from the meeting (sample sign-in sheet attached), and a short summary of the meeting detailing specific items of concern and proposed resolutions.

The meeting should be conducted at least seven (7) days and no more than 90 days prior to formal filing.

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Neighborhood Meeting Notification

TO:

Adjoining Property Owners of _____,

Address/Location of Site _____

Neighborhood Group Representatives expressing interest in this area, and

_____, Metro Councilperson for _____ District

FROM:

_____, Developer (s)

RE:

Development Proposal for Property located at

DATE: _____

A proposal to develop

will be submitted for property located at

_____.

The existing use on this site is

_____.

This proposal entails a request for a (check one):

Zoning Change Conditional Use Permit Subdivision

This request will be considered by the
Louisville Metro Planning Commission and/or Board of Zoning Adjustment.

In accordance with procedures of Louisville Metro Planning and Design Services, we have been directed to invite adjoining property owners and neighborhood group representatives to discuss this proposal before an application can be filed. This will be an informal meeting to give you the opportunity to review the proposed plan and discuss the proposal with the developer or his representative. This meeting will be held in addition to the established public meeting procedures of the Planning Commission and/or the Board of Zoning Adjustment.

The meeting to discuss this development proposal will be held on (Date) _____ **at**
(Time) _____ **at (location)** _____

At this meeting, representatives from _____ will explain the proposal and then discuss any concerns you have. The purpose of this meeting is to increase your understanding of this proposal early in the process. We encourage you to attend this meeting and to share your thoughts.

Developer's Neighborhood Meeting

Meeting Date and Time:

Developer's Name:

Location of Meeting:

Description of Proposal:

Subject Site Location:



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CERTIFICATE OF LAND USE RESTRICTION

Name and address of property owner(s)

Address of Property (if applicable)

Name of Subdivision or Development

Deed Book and Page of last recording _____ X _____

Tax Block and Lot Number _____ X _____

Planning Commission Docket Number or Case Number _____

Type of Restriction

- _____ Zoning Map _____ Conditional Zoning Condition
- _____ Development Plan _____ Subdivision Plan
- _____ Variance _____ Conditional use permit
- _____ Other(Specify) _____

Name and address of Planning Commission, Board of Zoning Adjustment, Legislative body, or Fiscal court which maintains the original records containing the restrictions.

Any questions should be directed to Steve Lutz for Zoning cases, Beth Allen for Subdivisions cases or Steve Hendrix for Variance cases and Conditional Use Permits.

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Dawn Warrick, Assistant Director

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