



Louisville Metro Planning & Design Services

COMMUNITY FACILITY REVIEW 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. The application must have a signature from an authorized representative of the agency requesting the application.
- _____ 2. 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.)
- _____ 3. Twelve (12) copies of the Development Plan

Plans 24” x 36” must be folded accordion style into four sections, then tri-folded (9” x 9” maximum) with the lower right corner shown.

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.	Contour Lines shown on plan (relevant for new construction only)
Vicinity map shown.	Existing and/or proposed structures shown and identified
Site Address	Gross building footprint area
Tax Block and Lot Number	Gross Floor Area of Buildings
Zoning of property	Location, ownership, Deed Book & Page # of adjacent property owners
Zoning of adjacent properties	Net and Gross acreage of site
Existing Use	If residential, provide net & gross density, and number of dwelling units
Proposed Use	Off-street loading areas
Street names shown	Accessory structures shown with required screening
Right-of-way width shown	ILA / VUA calculations (may be shown on tree canopy plan)
Height of structures	Landscape buffer areas (labeled and dimensioned)
Plan Date	Form District and Form District boundaries if nearby
Revision Date Box	Form District transition zone shown if required by regulation
Owner’s name and address	

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

502-574-6230

Fax 502-574-8129



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- _____ 4. A detailed letter of explanation for the proposed development
- _____ 5. No fee is required for a typical CFR
- _____ 6. If Planning Commission action is required, the following items are required:
- _____ a. Adjacent Property Owners names and addresses on mailing labels
 - _____ b. Label matrix of adjacent property owners (APO List)

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 LCFR (Community Facility Review)
 - CHECK STATUS AND NEXT STAGE FOR ALL REQUIRED INFORMATION
 - Customer cannot proceed to check-out until Customer Service **APPROVAL** is confirmed
- _____ 8. Stamp the date received on each page of all materials submitted (**Except LUR form**).
- _____ 9. Write the Case number in **RED** in the top center of each page.
- _____ 10. Clip material together, place in a folder and put folder in the In-Coming Application Tray.

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