



Louisville Metro Planning & Design Services

MAJOR PRELIMINARY SUBDIVISION 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 and Supplemental Information Sheet.
 Owner's signature is required

Substantial Ownership – In the event that there is an executor contract or option to buy or long term lease relating to the property, the name and address of all persons as may be applicable must be submitted with respect to the potential purchaser or lessee of the property.

_____ 2. Certification Statement, if the owner is in the form of a partnership, corporation

_____ 3. Development Information (DI) sheet

_____ 4. 22 tri-folded copies of site plan

All plans must include the following minimum information shown on the development plan.

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	Required building setbacks with dimensions Crosswalks delineated
Tax Block and Lot Number	Sidewalks in right-of-way with dimensions
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	Landscape buffer areas in accordance with Chapter 10 of the LDC
Street names shown	Form District and Form District boundaries if nearby
Right-of-way width shown	Form District transition zone shown if required by regulation
Existing tree masses	Existing sanitary sewer locations
Plan Date	Proposed sanitary sewer connections
Revision Date Box	100 year floodplain (if applicable)
Owner name and address	Offsite drainage areas
Legend	Standard Utility Notes

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444 South Fifth St.
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- _____ 10. One 8.5 x 11 inch copy of the site plan for distribution with the staff report that will be prepared for the case
- _____ 11. 2 sets Mailing labels of adjoining first tier and second tier property owners from PVA Records. (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.)
- _____ 12. Label matrix of adjoining first tier and second tier property owners from PVA records. (The matrix is a photo copy of the mailing labels.)

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 include the following minimum information shown on the development plan.

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
Legend	Rezoning detail with bearings and dimensions
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	

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- _____ 5. Copy of preliminary plan reduced to fit on 8.5 x 11 paper
- _____ 6. Copy of current deed(s) for all property included in the subdivision. Every page of the recorded deed must be submitted. The last page should have an “End of Document” stamp.
- _____ 7. Typed labels and label matrix of 1st tier property owners surrounding the subject site (from PVA records) and citizen groups listed in the applicable district of the PDS Neighborhood Notification Program
- _____ 8. Copy of neighborhood meeting notification letter, a sign-in sheet from the meeting, and a short summary of the meeting detailing specific items of concern and proposed resolutions
- _____ 9. USDA Conservation Service Soils Report. **Plans will not be accepted without this report.**
- _____ 10. If disturbance of slopes greater than 30% are proposed a geotechnical report addressing disturbance of these slopes as it relates to the proposal is required at time of filing.
- _____ 11. MSD Plan Review Application and Preliminary Checklist
- _____ 12. Land Use Restriction form
- _____ 13. Justification letter for all requests for waivers from subdivision regulations
- _____ 14. Cash, check or charge for \$825.50 made payable to Louisville Metro Finance (\$800 for subdivision application fee; \$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.

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For Staff Use Only

Date: _____ Staff: _____ Case #: _____

Do not accept application if required materials are not submitted

- _____ 15. If all required materials are submitted enter into Hansen to obtain a Case Number
- _____ 16. Put the Case Number and the agency number on the top center of the check
- _____ 17. Stamp the date received on each page of all the plans and material submitted.
- _____ 18. Write the Case number in **RED** in the lower right hand corner of each. Put a rubber band around all materials. Put in the In-Coming Application Tray.

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SUPPLEMENTAL INFORMATION SHEET

Procedure for Required Neighborhood Meeting

Louisville Metro Planning and Design Services

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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444 S 5th St
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Dawn Warrick, Assistant Director

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PRELIMINARY PLAN CHECKLIST

(Items Required for Review)

Project Name _____ Date _____

The purpose of this checklist is to expedite and facilitate the review process. This checklist gives the minimum requirements needed for MSD review. All items shall be checked as included or marked N/A.

The omission of required items may be cause for rejection of the submittal without review.

REQUIRED ITEMS

- | | |
|---|---|
| _____ MSD Plan Submittal Application | _____ EPSC checklist (if sensitive features exists) |
| _____ Location Map | _____ Existing Easements |
| _____ Owner(s) Name & Address | _____ Proposed Easements |
| _____ Developer(s) Name & Address | _____ Existing Utilities, Sewers & Storm Drainage |
| _____ Engineer(s) Name & Address | _____ Request for Sanitary Sewer Capacity |
| _____ Project Address | _____ Soil Type At Final Grade for the Site |
| _____ Plan Date | _____ SUB/WM number |
| _____ Revision Block | _____ Landscape Buffer Areas |
| _____ Property Boundary | _____ Adjacent Property Owners |
| _____ Topography of Site + Minimum 50' Surroundings | |
| _____ Concept Drainage (Directional Flow Arrows, or Proposed Ditches/Pipes, to Existing Outlet) | |
| _____ Detention Basin Location with approximate Size Calculations ($x=CRA/12$). Identify approximate surface area and depth of basin. | |
| _____ 100 Year Local Regulatory Floodplain Limits (or FEMA if Local Regulatory Floodplain is Unknown) | |
| _____ Concept Sanitary Sewers including identification of Waste Treatment Plant | |

ADDITIONAL INFORMATION/NOTES (IF APPLICABLE)

- | | |
|---|--|
| _____ Subject to MSD Plan Review Fee (for projects in Anchorage, Jeffersontown, Prospect, Shively, & St. Matthews, & portions of unincorporated Jefferson County) | |
| _____ Subject to MSD Regional Facilities Fee (if detention not required) | |
| _____ KDOT Approval Required (if State Highway is affected by development) | |
| _____ Detention Notes | _____ Sewers by LE Subject to Fees |
| _____ Sewers by Connection Subject to Fees | _____ COE Wetlands Determination Required |
| _____ Sinkhole Geotechnical Analysis Required | _____ Special Notes which may Pertain to Project |

**The Engineer that has Stamped & Submitted the plans must sign the checklist.*

*Signature _____ Date _____

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LOUISVILLE AND JEFFERSON COUNTY
METROPOLITAN SEWER DISTRICT

MSD USE ONLY:	SD PERMIT # _____	WM # _____	SUB # _____	RECORD # _____
	AREA TEAM _____	LOJIC _____	SERVICE AREA _____	

PLAN SUBMITTAL APPLICATION

NOTE: Complete Sections 1 & 2 for all preliminary submittals. Complete Sections 1, 2, & 4 for all construction submittals. Use this form for all submittals to the Development Department. This submittal will be reviewed within 14 days of receipt.

SECTION 1: PROJECT INFORMATION – TO BE COMPLETED BY THE APPLICANT

Project Name: _____ Tax Block #: _____
 Project Address: _____ Lot #: _____ Sub Lot #: _____
 Subdivision Name/Lot #: _____ Deed Book: _____ Page #: _____
 Submittal Type: _____ Sanitary Sewer Name of Sewage Treatment Plant: _____
 Owner of Sewage Treatment Plant: _____
 _____ Subdivision _____ Site Plan _____ Single Family _____ Record Plat _____ Minor Plat _____ Easement Plat
 Plan/plat previously submitted? _____ (y/n) If yes, previous project name? _____
 WM # _____ Sub # _____ LE # _____
 Approval Type Requested:
 _____ ESPC _____ Planning/Zoning _____ Construction _____ Foundation Only _____ Composite Grading/Drainage/Tree
 Preservation
 Completed Copy of Appropriate Checklists Attached: _____ (y/n)

SECTION 2: CONTACT INFORMATION – CHECK THE APPROPRIATE BOX TO INDICATE WHO IS TO BE DESIGNATED AS THE PERMITTEE RESPONSIBLE FOR THE LAND DISTURBING ACTIVITY.

Property Owner: _____ Contact Person: _____
 Address (No P.O. Box): _____
 City: _____ State: _____ Zip: _____ Phone(____) _____ Fax(____) _____

Developer: _____ Contact Person: _____
 Address (No P.O. Box): _____
 City: _____ State: _____ Zip: _____ Phone(____) _____ Fax(____) _____

Design Firm: _____ Contact Person: _____
 Engineer/Surveyor: _____
 Address (No P.O. Box): _____
 City: _____ State: _____ Zip: _____ Phone(____) _____ Fax(____) _____

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SECTION 3: TO BE COMPLETED BY MSD CUTOMER SERVICE

Sewer Connection (Check all that apply)

Sanitary

- Must Apply
- New
- Existing
- Additional
- Not Applicable
- Private
- Board of Health

Storm

- Must Apply
- New
- Existing
- Additional
- Not Applicable
- Private

Capacity Charge Worksheet Completed: Yes___ No___

Capacity Charges Due \$ _____

Connection Fees Due \$ _____

Pending File Started Yes ___ No___

Comments: _____

Completed by: _____ Date _____

SECTION 4: REQUIRED SIGNATURES FOR THE SITE DISTURBANCE PERMIT

I/We acknowledge receipt of the terms and conditions of MSD's review and approval submitted with this application. I/We further certify that the information on this form is true and correct and that all required items needed for MSD review have been submitted. The omission of required items shall be cause for rejection of the submittal without review. I/We certify that all land disturbing and associated activity pertaining to this site shall be accomplished pursuant to and in keeping with the terms and conditions of the approved plans. I/We certify that a person familiar with plans and holding a certificate of EPSC training shall be onsite during the land disturbing activity. If applicable, the certified construction reviewer shall have full authority to inspect the site and require necessary measures to maintain compliance. I/we hereby grant MSD the right of access to the site at all times for the purpose of onsite inspections during the course of construction and to perform maintenance inspections following the completion of the land disturbing activity.

OWNER/CORPORATION, PARTNERSHIP, LLC (PRINT)

OWNER (SIGNATURE)

DATE

DEVELOPER/CORPORATION, PARTNERSHIP, LLC (PRINT) DEVELOPER (SIGNATURE)

DATE

NOTE: If the applicant is signing for a Corporation , Partnership or LLC, appropriate documentation authorizing the signature

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