





# Louisville Metro Planning & Design Services

## AMENDED BINDING ELEMENTS SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR., AIA  
DIRECTOR

### For Staff Use Only

Date: \_\_\_\_\_ Staff: \_\_\_\_\_ Case #: \_\_\_\_\_

**Do not accept application if required materials are not submitted.**

- \_\_\_\_\_ 9. **If the above information and material are submitted**, enter information into Hansen.
- APPLICATION TYPE IS LUAPP
  - Work type is LBEMOD (Binding Element Modification)
  - CHECK STATUS AND NEXT STAGE FOR ALL REQUIRED INFORMATION
  - Enter County Clerk fee on fee tab then insert to calculate fees in total
  - Enter Neighborhood Notice fee on fee tab then insert to calculate fees in total
  - Customer cannot proceed to check-out until Customer Service **APPROVAL** is confirmed
- \_\_\_\_\_ 10. Print Case # on the top middle of check in red ink.
- \_\_\_\_\_ 11. Stamp the date received on each page of all materials submitted (**Except LUR form**).
- \_\_\_\_\_ 12. Write the Project number in **RED** in the lower right corner of each page.
- \_\_\_\_\_ 13. 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



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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 5<sup>th</sup> St  
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\_\_\_\_\_  
Dawn Warrick, Assistant Director

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