



Louisville Metro Planning & Design Services PARKING WAIVER SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

- _____ 6. Current Recorded Deed – Every page of the recorded deed must be submitted. The last page should have an “End of Document” stamp.
- _____ 7. List of names & addresses (on mailing labels) of all persons identified by PVA as owners of property within 200 feet of the subject property
- _____ 8. A justification letter explaining how this project complies with the criteria listed at the end of the application form
- _____ 9. Land Use Restriction form
- _____ 10. Cash or check made payable to Louisville Metro Finance

Fee: (Minimum Waiver) Number of Parking spaces requested for waiver:	
Less than 5 spaces: \$320	\$ _____
5 to 15 spaces: \$480	\$ _____
Over 15 spaces: \$480 plus \$20 for each space over 15	\$ _____
Clerk’s Fee: \$25.50	\$ 25.50
 Total:	 \$ _____

Note: Maximum Waiver fee to be determined by Louisville Metro Planning and Design Director.

Note: If application is filed jointly with another case requiring \$25.50 Clerk’s fee, only one \$25.50 fee is needed.

Note: A fee is not required for a parking waiver when filed with a change in zoning request.

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

502-574-6230 Fax 502-574-8129



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For Staff Use Only

Date: _____ Staff: _____ Case #: _____

Do not accept application if required materials are not submitted

- _____ 11. **If the above information and material are submitted**, enter information into Hansen.
- APPLICATION TYPE IS LUAPP
 - Work type is LPW (Parking Waiver)
 - CHECK STATUS AND NEXT STAGE FOR ALL REQUIRED INFORMATION
 - Enter County Clerk fee on fee tab then insert to calculate fees in total
 - Customer cannot proceed to check-out until Customer Service **APPROVAL** is confirmed
- _____ 12. Print Case # on the top middle of check in red ink.
- _____ 13. Stamp the date received on each page of all materials submitted (**Except LUR form**).
- _____ 14. Write the Project number in **RED** in the lower right corner of each page.
- _____ 15. Make a folder for the case. The order of materials is attached as follows:
- a. Application Form
 - b. Parking Study
 - c. Legal description on separate 8 ½" X 11" sheet of paper
 - d. Deed
 - e. Label Matrix
 - f. Mailing Labels
 - g. Justification statement
 - h. Staff Checklist
 - i. The Certificate of Land Use Restriction unattached
- _____ 16. Put the completed folder in the In-Coming Application Tray.

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SUPPLEMENTAL INFORMATION SHEET

Type(s) of parking waiver proposed? Please check all that apply:

_____ Waiver to reduce minimum parking requirement from _____ spaces to _____.

_____ Waiver to increase maximum parking requirement from _____ spaces to _____.

The Planning Commission shall only approve a parking waiver based on the following conditions:

- a. All General Parking Waivers
 - i. The Parking Waiver is in compliance with the Comprehensive Plan; and
 - ii. The applicant made a good faith effort to provide as many parking spaces as possible on the site, on other property under the same ownership, or through joint use provisions.
- b. Waivers to Reduce the Minimum Number of Required Parking Spaces
 - i. The applicant made a good faith effort to provide as many parking spaces as possible on the site, on other property under the same ownership, or through joint use provisions; and
 - ii. The requested waiver is the smallest possible reduction of parking spaces that would accommodate the proposed use; and
 - iii. Adjacent or nearby properties will not be adversely affected; and
 - iv. The requirements found in Table 9.1.2 do not accurately depict the parking needs of the proposed use and the requested reduction will accommodate the parking demand to be generated by the proposed use; and
 - v. That there is a surplus of on-street or public spaces in the area that can accommodate the generated parking demand.

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c. Waivers to Provide More Parking Spaces than the Maximum Allowed

- i. The requirements found in Table 9.1.2 do not allow the provision of the number of parking spaces needed to accommodate the parking needs of the proposed use; and
- ii. The requested increase is the minimum needed to do so.

The Planning Commission's designee may waive the requirement for a public hearing and take action on Maximum Parking Waivers requesting an increase of five (5) or fewer parking spaces or an increase constituting less than ten (10) percent of the total number of required parking spaces, not to exceed twenty five (25) spaces. Notice shall be sent stating that a General Parking Waiver has been filed and that the Planning Commission's designee may waive the public hearing requirements and take action on the request. The notice shall be sent following the same criteria depicted in Section 9.1.16. A.3.a, above.

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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.

Louisville Metro Planning and Design Services
444 S 5th St
Louisville, Kentucky 40202

Dawn Warrick, Assistant Director

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