



# Louisville Metro Planning & Design Services

## APPLICATION FOR APPEAL SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR., AIA  
DIRECTOR

### All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant

PDS  
ONLY

- \_\_\_\_\_ 1. A copy of the action or decision being appealed (Refusal form, Cease and Desist Order, Interpretation Letter, etc.)
- \_\_\_\_\_ 2. Completed Planning & Design Application form signed by appellant. The Owner does not have to sign.
- \_\_\_\_\_ 3. Completed supplemental information attached to Appeal Checklist
- \_\_\_\_\_ 4. A Development Information (DI) sheet (This can be obtained from [www.lojic.org](http://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. Copy of current Recorded Deed. Every page of the recorded deed must be submitted. The last page must have an “End of Document” stamp.
- \_\_\_\_\_ 6. Legal description on separate 8½” X 11” sheet of paper
- \_\_\_\_\_ 7. Affidavits, photographs, supporting documents, if needed. Examples may be information from Caron’s or Polk Directory (criss cross directory) at the public Library, utility bills, PVA Records, etc.
- \_\_\_\_\_ 8. Drawing of property, survey, or tax map from PVA
- \_\_\_\_\_ 9. \$350 in cash, check or charge made payable to Louisville Metro Finance. The check must have a current address and phone number.

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.**

\_\_\_\_\_ 10. **If the above information and material are submitted**, enter information into Hansen.

- APPLICATION TYPE IS LUAPP
- Work type is LAPEAL (Appeal/Administrative Review)
- CHECK STATUS AND NEXT STAGE FOR ALL REQUIRED INFORMATION
- Customer cannot proceed to check-out until Customer Service **APPROVAL** is confirmed

\_\_\_\_\_ 11. Print Case # on the top middle of check in red ink

\_\_\_\_\_ 12. Stamp the date received on each page of all materials submitted (**Except LUR form**).

\_\_\_\_\_ 13. Write the Case number in **RED** in the lower right hand corner of each page.

\_\_\_\_\_ 14. Attach the material in the file folder in the following order from bottom to top.

- a. Copy of Refusal or letter from citing official (Part 1)
- b. Application
- c. Legal description on separate 8 ½" X 11" sheet of paper
- d. Deed
- e. Affidavits, photographs, or supporting documents/information
- f. Map or drawing of the property
- g. Checklist

\_\_\_\_\_ 15. Put the folder in the In-Coming Application Tray.

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The undersigned certifies that a copy of this application for appeal and all attachments has been mailed or hand delivered to the citing official named above, whose decision or action is being appealed.

**Appellant:**

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Appellant's Attorney:**

Name

\_\_\_\_\_

Date \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Note: The Staff of the Board of Zoning Adjustment will inspect the subject property on behalf of the Board to gather information and to post a public hearing notice.**

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