



Louisville Metro Planning & Design Services

REVISED MAJOR PRELIMINARY SUBDIVISION PLAN SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

Date: _____ Staff: _____ Case #: _____

Do not accept application if required materials are not submitted

- _____ 1. Completed Planning & Design Application.
- _____ 2. The Land Use Restriction form.
- _____ 3. Development Information (DI) Sheet.
- _____ 4. Letter of explanation for proposed revisions.
- _____ 5. If ownership has changed, a copy of current deed(s) for all properties included in the subdivision. Every page of the recorded deed must be submitted. The last page should have an "End of Document" stamp.
- _____ 6. If ownership has changed, the name and address of all persons having an ownership interest in the application including Articles of Incorporation, if applicable.
- _____ 7. Mailing labels and label matrix of adjoining property owners (from PVA records), if staff determines that it is needed.
- _____ 8. Twelve (12) tri-folded copies of site plan (Agency stamps are not required).
- _____ 9. Copy of revised preliminary plan reduced to fit on 8.5 x 11 paper.
- _____ 10. Fee: \$185.50 in cash, check or charge for made payable to Louisville Metro Finance (\$160 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.
- _____ 11. Put the Case Number on the top center of the check
- _____ 12. Stamp the date received on each page of all the plans and material submitted.

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

502-574-6230

Fax 502-574-8129



Louisville Metro Planning & Design Services

REVISED MAJOR PRELIMINARY SUBDIVISION PLAN SUBMITTAL REQUIREMENTS

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

_____ 13. Write the docket 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.

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

502-574-6230

Fax 502-574-8129