



Louisville Metro Planning & Design Services

LAND DEVELOPMENT CODE WAIVER 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. Identify waiver request with appropriate LDC Section. The owner's signature **is required**. **All owners** identified in the current deed **must** sign the application.
- _____ 2. Completed Supplemental Information Sheet attached to LDC Waiver Checklist
- _____ 3. Certification Statement, if the owner is in the form of a partnership, corporation, or company
- _____ 4. A letter of explanation for the proposed Land Development Code Waiver request with justification in accordance with the requirements listed at the end of the Land Development Code Waiver Application
- _____ 5. Label matrix and labels with names and addresses of adjoining property owners (APO). If site had a previous public hearing before the Planning Commission the names and addresses of those who spoke at the public hearing shall be provided as well (From PVA).
- _____ 6. \$160 plus \$ 1.00 per each APO notice in cash, check or charge made payable to Louisville Metro Finance. The check must include a current address and phone number. The \$1.00 fee for each APO does not apply if submitted in conjunction with another submittal that requires APO's.
- _____ 7. Five (5) copies of the site plan

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

502-574-6230

Fax 502-574-8129



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All plans must show the following minimum information or the submittal can't be accepted

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	Location, ownership, Deed Book & Page # of adjacent property owners
Tax Block and Lot Number	Net and Gross acreage of site
Zoning of property	If residential, provide net & gross density, and number of dwelling units
Zoning of adjacent properties	Dimensions of drive lanes and point of ingress and egress
Existing Use	Off-street parking including ADA parking spaces shown
Proposed Use	Typical dimensions of parking spaces and aisles
Street names shown	Off-street loading areas
Right-of-way width shown	Accessory structures shown with required screening
Parking Calculations	ILA / VUA calculations (may be shown on tree canopy plan)
Gross building footprint area	Landscape buffer areas (labeled and dimensioned)
Gross Floor Area of Buildings	Form District and Form District boundaries if nearby
Height of structures	Form District transition zone shown if required by regulation
Plan Date	Existing sanitary sewer locations
Revision Date Box	Proposed sanitary sewer connections
Owner's name and address	Drainage flow arrows
Legend	Freestanding signs shown on the plan

For Staff Use Only

_____ 8. If the above information and material are submitted, enter information into Hansen.

- APPLICATION TYPE IS LUAPP
- Work type is LDCWAV (Land Development Code Waiver)
- 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

_____ 9. Print Case # on the top middle of check in red ink.

_____ 10. Stamp the date received on each page of all materials submitted

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Date: _____ Staff: _____ Case #: _____

Do not accept application if required materials are not submitted

_____ 11. Write the Case number in **RED** in the lower right corner of each page.

_____ 11. Place material in manila file folder and put in the In-Coming Application Tray.

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SUPPLEMENTAL INFORMATION SHEET

Application is hereby made for one or more of the following waivers of the Land Development Code

- Waiver of Chapter 10, Part 2 Landscaping Design
- Waiver of Chapter 10, Part 1, Tree Canopy
- Sidewalk Waiver
- Other Waiver of the Land Development Code, briefly explain below:
Waiver of Section _____, to waive _____

Reason for Request:

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In order to justify approval of any waiver or modifications of standards, the Planning Commission considers four criteria. Please answer all of the following four items. (Use additional sheets, if needed.)

A. The waiver will not adversely affect adjacent property owners; and,

B. The waiver will not violate the Comprehensive Plan; and,

C. The extent of waiver of the regulation is the minimum necessary to afford relief to the applicant; and,

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D. Either:

1. The applicant has incorporated other design measures that exceed the minimums of the district and compensate for non-compliance with the requirements to be waived (net beneficial effect);

Or

2. The strict application of the provisions of the regulation would deprive the applicant of the reasonable use of the land or would create an unnecessary hardship on the applicant.

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