



**Louisville Metro Planning & Design Services**  
**TRADITIONAL NEIGHBORHOOD ZONING DISTRICT MAP CHANGE**  
**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.
  - **Owners are required to sign.**
- \_\_\_\_\_ 2. Development Information (DI) sheet
- \_\_\_\_\_ 3. Certification Statement, if the owner is in the form of a partnership, corporation, or company
- \_\_\_\_\_ 4. Current Recorded Deed – Every page of the recorded deed must be submitted. The last page should have an “End of Document” stamp
- \_\_\_\_\_ 5. Twelve (12) copies of the Development Plan
- \_\_\_\_\_ 6. Mailing labels (2 sets) of adjoining first tier property owners
- \_\_\_\_\_ 7. FEES: Cash, check or charge made payable to Louisville Metro Finance All checks must have an address and phone number.

Application fee		\$ 270
\$ 1 fee per notice	+	\$ _____
<b>Total</b>		<b>\$ _____</b>

\_\_\_\_\_ 8. **If the above information and materials are submitted** enter info into Hansen to obtain Case number

Louisville Metro Planning & Design Services  
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