



Louisville Metro Planning & Design Services

CATEGORY 3 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 with owner's signature
- _____ 2. Certificate of Land Use Restriction form
- _____ 3. Development Information (DI) sheet, see (This can be obtained from 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.)
- _____ 4. Eleven (11) copies of the Development Plan. These reviews shall be subject to the Pre Development Review Committee and Development Review Committee (DRC) process.
- _____ 5. A copy of the current Recorded Deed – Every page of the recorded deed must be submitted. The last page should have an “End of Document” stamp. (Some deeds may be obtained at www.jeffersoncountyclerk.org. Click on Online Land Records search until you come to search options, select either option 2 or 3.)
- _____ 6. A letter of explanation for the proposed development
- _____ 7. One 8½” x 11” reduced copy of the development plan
- _____ 8. Label matrix and mailing labels of 1st tier adjoining property owners' names and addresses. . (Property owner information may be obtained from Property Valuation Administrator www.pvalouky.org, click on property search, and type in either the address or the parcel ID.)

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

502-574-6230

Fax 502-574-8129



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_____ 9. Completed Metropolitan Sewer District (MSD) “Plan Submittal”
Application form **(REQUIRED)**

_____ 10. Completed Metropolitan Sewer District (MSD) “Preliminary Plan
Checklist” **(REQUIRED)**

Plans 24” x 36” must be folded accordion style into four sections, then tri-folded (9” x 9” maximum)
with the lower right corner shown.

All plans must include the following minimum information shown on the development plan

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	Required building setbacks with dimensions Crosswalks delineated
Tax Block and Lot Number	Internal pedestrian walkways with dimensions Crosswalks delineated
Zoning of property	Existing and Proposed Sidewalks in right-of-way with dimensions
Zoning of adjacent properties	Location, ownership, Deed Book & Page # of adjacent property owners
Existing Use	Net and Gross acreage of site
Proposed Use	If residential, provide net & gross density, and number of dwelling units
Street names shown	Dimensions of drive lanes and point of ingress and egress
Off-street loading areas	Off-street parking including ADA parking spaces shown
Parking Calculations	Typical dimensions of parking spaces, aisles, and modules
Gross building footprint area	Right-of-way width total and from centerline shown
Gross floor area of buildings	Existing & proposed pavement edge & widths of abutting streets
ILA / VUA calculations	Accessory structures shown with required screening
Existing tree masses	Adjacent entrances with pavement widths
Height of structures	Landscape buffer areas in accordance with Chapter 10 of the LDC
Freestanding Signs – existing	Form District and Form District boundaries if nearby
Freestanding Signs – proposed	Form District transition zone shown if required by regulation
Plan Date	Existing sanitary sewer locations
Revision Date Box	Proposed sanitary sewer connections
Owner name and address	Drainage flow arrows
Legend	100 year floodplain (if applicable)

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For Staff Use Only

Date: _____ Staff: _____ Case #: _____

Do not accept application if required materials are not submitted

- _____ 13. **If the above information and material are submitted**, enter information into Hansen.
- APPLICATION TYPE IS LUAPP
 - Work type is LCAT3 (Category 3 Review)
 - 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
- _____ 14. Print Case # on the top middle of check in red ink.
- _____ 15. Stamp the date received on each page of all materials submitted (**Except LUR form**).
- _____ 16. Write the Case number in **RED** in the top center of each page.
- _____ 17. Clip material together and put it in a folder & place on back counter.

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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.

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444 S 5th St
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Dawn Warrick, Assistant Director

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