



Louisville Metro Planning & Design Services

MODIFIED VARIANCE 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
- The owner's signature is required
- _____ 2. If the deed has changed from the original submittal, a copy of the current Deed is needed. Compare the owner's signature on the application with the deed. Every page of the recorded deed must be submitted. The last page must 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.)
- _____ 3. Legal description on separate 8 1/2" X 11" sheet of paper, if changed from original submittal
- _____ 4. A letter of explanation for the requested modification
- _____ 5. Land Use Restriction form
- _____ 6. If proposing changes to the approved development plan on file - Three (3) plans drawn to scale
- _____ 7. Fee: \$105.50 cash, check or charge made payable to Louisville Metro Finance. All checks must include a current address and phone number. (\$80 application fee plus \$25.50 Clerk's fee for Land Use Restriction Form)

Note: If application is filed jointly with another case requiring Land Use Restriction form, only one \$25.50 fee is needed.

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

- _____ 8. Stamp the date received on each page of all materials submitted (**Except LUR form**).
- _____ 9. Write the docket number in **RED** in the lower right hand corner of each page.
- _____ 10. Attach the material (a. – g.) in the **original** file folder in the following order from bottom to top.
- a. Application
 - b. Legal description on separate 8 ½” X 11” sheet of paper
 - c. Deed
 - d. Affidavits, photographs, or supporting documents, corporate resolution, etc.
 - e. Drawing of the property
 - f. Staff Checklist
 - g. Land Use Restriction form and envelop (not attached)
- _____ 11. If the file is in Archives request it for Steve. If file is in the library pull it and place items in order listed above, paper clip the material together (in order) and put it in the In-Coming Application Tray.

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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
Louisville, Kentucky 40202

Dawn Warrick, Assistant Director

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