Louisville Metro Planning & Design Services

Conditional Use Permit (CUP) Checklist & Forms

Case No. _____ Date: _____ Intake Staff: _____ Total $_____

Checklist

For a comprehensive list of CUP's & CUP regulations please visit:
Louisville Metro: http://www.louisvilleldc.org/c04/C04P02.asp
4th Class Cities and above: http://www.louisvilleky.gov/PlanningDesign/ldc/

☐ 1. Completed Planning & Design Standard Application Form. All blanks must be filled in. The Owner's information & signature are required. ***If the property address is unknown, please call the Addressing Team Staff at 502-574-3492.***

☐ 2. Development Information (DI) sheet *

☐ 3. Completed Certification Statement *(included with PDS standard application)*

☐ 4. A copy of the current Recorded Deed *

☐ 5. Legal description on separate 8 ½" X 11" sheet of paper

☐ 6. One (1) set of mailing label sheet (APO's)*. This APO list must include:
a) the name and mailing address of the 1st and 2nd tier adjoining property owners
b) interested neighborhood groups
c) 5th/6th class cities
d) owner(s) of the property
e) and those listed on the application.
f) individuals who provided testimony (oral or written) in support or opposition concerning a change in zoning on the site.

☐ 7. One (1) photo copy of mailing labels (APO's)

☐ 8. Pre-App tax map (obtained at pre-app meeting with case manager)

☐ 9. A letter of explanation for the proposed development

☐ 10. If new outdoor lights are proposed for the development, information on lights shall be submitted with sufficient detail to show compliance with Chapter 4, Part 1 of the Land Development Code.

**See Resource List*

Site Plan Requirements

☐ 11. One (1) 8½" x 11" reduced copy of the development plan

☐ 12. Twelve (12) 24" x 36" copies of the Development Plan *(See Site Plan Requirement Chart).*

Required Information on all Site Plan Submittals

- ☐ Plan drawn to engineer's scale
- ☐ North arrow shown
- ☐ Vacinity map shown
- ☐ Site address
- ☐ Tax Block and Lot Number
- ☐ Zoning of property
- ☐ Zoning of adjacent properties
- ☐ Existing use
- ☐ Proposed use
- ☐ Revision Date Box
- ☐ Net & Gross acreage of site
- ☐ Accessory structures shown with required screening applicable
- ☐ Street name shown
- ☐ Right of way shown
- ☐ Parking calculations
- ☐ Gross building footprint area
- ☐ Height of structures
- ☐ Plan date
- ☐ Revision date box
- ☐ Legend
- ☐ Owner' name and address
- ☐ Off-street loading areas if applicable
- ☐ ILA/VUA calculations (may be shown on tree canopy plan) if applicable
- ☐ Property lines with dimensions (new lots shall show bearings)
- ☐ Existing and/or proposed structures shown and identified
- ☐ Location, ownership, Deed Book & Page of all adjacent property owners
- ☐ If residential, provide net and gross density, and number of dwelling units
- ☐ Form District transition zone shown if required by regulations
- ☐ Form District & Form District boundaries nearby if applicable
- ☐ Landscape buffer areas (labeled and dimensioned) if applicable

Supplemental Information

☐ 13. Copy of Developer's Neighborhood meeting notice

☐ 14. List of adjoining property owners and neighborhood group representatives who received the meeting notice

☐ 15. Developer's Neighborhood Meeting Attendance sheet

☐ 16. Summary of the meeting detailing specific items of concern and proposed resolutions

Fee Schedule

☐ 17. **Fees:** Cash, charge or check made payable to Louisville Metro Finance.

Application	$750.00
Clerk's Fee	$ 25.50
Total	**$775.50**

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.

Procedure for Formal CUP Filing

Louisville Metro Planning and Design Services

The procedure for formal filing of rezoning, conditional use permit, and Preliminary subdivision applications is as follows:

An applicant is required to meet with adjoining property owners and area neighborhood group representatives prior to formal filing of rezoning, conditional use permit, and preliminary subdivision applications. This office will supply applicants with the names and mailing addresses of neighborhood group representatives expressing interest in the area of the proposal. Documentation of this meeting, as described below, must be included in order for an application to be complete.

The purpose of this meeting is to increase understanding of a case earlier in the process and to encourage dialogue between developers, area residents and the general public. Early conversation between applicants and neighbors of the site encourages consensus building and could ultimately speed the development process. The meeting should be conducted at a time and location that is convenient for area neighbors and concerned citizens, preferably in the evening.

At the time of formal filing, applicants will be required to submit a copy of the meeting notification, which should be sent at least ten (10) days prior to the meeting. (A sample notification letter is attached; please include the date the letter was sent.) Submittal requirements also include a list of adjoining property owners and neighborhood group representatives who received this notice, a sign-in sheet from the meeting (sample sign-in sheet attached), and a short summary of the meeting detailing specific items of concern and proposed resolutions.

The meeting should be conducted at least seven (7) days and no more than 90 days prior to formal filing.

SUPPLEMENTAL INFORMATION:

Neighborhood Meeting Notification

To: _____ **Date Sent:** _____

To Adjoining Property Owners of _____

Address/Location:_____

Neighborhood Group Representatives expressing interest in this area, and _____,

Metro Councilperson for _____ District.

From: _____, Developer(s) **Date:** _____

RE: Development Proposal fro Property located at _____

A proposal to develop _____will be submitted

for property located at

_____

The existing use on this site is _____

This request will be considered by the Board of Zoning Adjustment.

In accordance with procedures of Louisville Metro Planning and Design Services, we have been directed to invite adjoining property owners and neighborhood group representatives to discuss this proposal before an application can be filed. This will be an informal meeting to give you the opportunity to review the proposed plan and discuss the proposal with the developer or his representative. This meeting will be held in addition to the established public meeting procedures of the Planning Commission and/or the Board of Zoning Adjustment.

The meeting to discuss this development proposal will be held on
(Date)_____ at (Time)_____ at (location)_____

At this meeting, representatives from _____ will explain the proposal and then discuss any concerns you have. The purpose of this meeting is to increase your understanding of this proposal early in the process. We encourage you to attend this meeting and to share your thoughts.

Developer's Meeting Notification

Meeting Date:_____ Time: _____

Developer's Name: _____

Location of Meeting: _____

_____

Description of Proposal:_____

Subject Site Location:_____

_____

NEIGHBORS IN ATTENDANCE

	Name	Address	Zip Code	Phone #
1.				
2.				
3.				
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