



City of Jeffersontown
Department of Permitting, Planning and Enforcement
10416 Watterson Trail
Jeffersontown, KY 40299
Phone: (502) 267-8333 Fax: (502) 267-0547
jeffersontownky.gov

Case No. _____
Intake Staff: _____
Date: _____
Fee: _____

Conditional Use Permit Application

Any additional required reviews, or approvals, must be obtained by the owner, or owner's representative, prior to the issuance of any building permit. It is the responsibility of the owner, or owner's representative, to verify that all Jeffersontown Land Development Code Requirements are being followed.

PROJECT INFORMATION

Case No. _____

Project Name _____

Primary Project Address: _____

Additional Address(es): _____

Primary Parcel ID(s): _____

Additional Parcel ID(s): _____

Proposed Use: _____

Existing Use: _____

The subject property contains _____ sq. ft. / acres.

Number of Adjoining Property Owners (APO's) _____



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Contact Information

Owner *Check if primary contact*
 Name: _____
 Signature¹: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Owner Applicant Professional *Check if primary contact*
 Name: _____
 Signature¹: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Primary Phone: _____
 Alternate Phone: _____
 Email²: _____

Primary Phone: _____
 Alternate Phone: _____
 Email²: _____

Owner Applicant Professional *Check if primary contact*
 Name: _____
 Signature³: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Owner Applicant Professional *Check if primary contact*
 Name: _____
 Signature³: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Primary Phone: _____
 Alternate Phone: _____
 Email²: _____

Primary Phone: _____
 Alternate Phone: _____
 Email²: _____

¹ Owner(s) Information & Signature(s) or Certification Statement: Required. The application will not be accepted without it. A Certification Statement must be submitted with any application in which the owner(s) of the subject property is (are) a limited liability company corporation, partnership association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application. ² Provide an e-mail address or fax # to receive agency comments for this case.

Certification Statement

I, _____ in my capacity as
 Owner Authorized Agent Representative Other: _____

Hereby certify that _____ is (are) the owner(s) of the
 (owner / LLC / corporation / partnership / association / trustee / etc.)

Property, which is the subject of this application, and that I am authorized to sign this application on behalf of the owner(s).

Signature: _____ Date: _____

I understand that knowingly providing false information on this application may result in any action taken being here on declared null and void. I further understand that pursuant to KRS 523.010 et. seq. knowingly making a material false statement or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.



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Fee

See fee schedule.

Site Plan Information – Required Information on all Site Plan Submittals

- Plan drawn to engineer's scale
- North arrow shown
- Vicinity map shown
- Site address
- Tax Block and Lot Number
- Zoning of property
- Zoning of adjacent properties
- Existing use
- Proposed use
- Revision Date Box
- Net and 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
- Legend
- Owner's 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 and page of all adjacent property owners
- Form District transition zone shown if required by regulations
- Form District and Form District boundaries nearby if applicable
- Landscape buffer areas (labeled and dimensioned) if applicable

Sample Developer's Neighborhood Meeting Notification (Checklist Item 11)

Neighborhood Meeting Notification

To: _____ Date Sent: _____

To Adjoining Property Owners of _____

Address / Location: _____

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

From: _____, Developer(s) Date: _____

RE: Development Proposal for 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
Jeffersontown Board of Zone Adjustment**

In accordance with procedures of Jeffersontown Permitting and Planning, 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 hearing procedures of the Board of Zoning Adjustment.

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

Sample Developer's Neighborhood Meeting Attendance Sheet (Checklist item 13)

NEIGHBORS IN ATTENDANCE

Name	Address	Zip Code	Phone #
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			



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Conditional Use Permit Checklist

The procedure for formal filing is as follows:

An applicant is required to meet with adjoining property owners and area neighborhood group representatives prior to formal filing of conditional use permit. 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 ninety (90) days prior to formal filing. Before any public hearing, planning and design staff will inspect the site and post a sign containing hearing **information on site.**

- 1. Completed application form
- 2. Land Development Report Sheet*
- 3. Letter of Explanation for the proposed development
- 4. Copy of current recorded deed*
- 5. Legal description on separate 8 1/2 " x 11" sheet of paper
- 6. One (1) set of mailing labels; This list must include:
 - a. The name and mailing address of the 1st and 2nd tier adjoining property owners (APO's)*
 - b. Owner(s) of the property
 - c. Those listed on the application
 - d. Individuals who provided testimony, oral or written, in support or opposition of previous Re-zonings or approved Conditional Use Permits on the site
- 7. One (1) photo copy of the mailing label sheet(s)
- 8. One 8.5" x 11" reduced copy of the site plan for distribution with the staff report that will be prepared for the case
- 9. Six (6) 24" x 36" copies of the Development Plan (see attached site plan requirement chart)
- 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
- 11. Copy of Developer's Neighborhood Meeting Notice
- 12. List of adjoining property owners and neighborhood group representatives who received the meeting notice
- 13. Developer's Neighborhood Meeting Attendance sheet
- 14. Summary of the meeting detailing specific items of concern and proposed resolutions