



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 Pre-Application

CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> Completed pre-application form
Land Development Report | <input type="checkbox"/> Twelve copies of a site plan for the property
drawn to scale (refer to the site Plan Elements
section on page 3 for additional information) |
| <input type="checkbox"/> One detailed letter of explanation
outlining the proposal | <input type="checkbox"/> Fee – See fee schedule |

PROJECT INFORMATION

This is a CUP for: _____

Project Name _____

Primary Project Address: _____

Additional Address(es): _____

Primary Parcel ID(s): _____

Additional Parcel ID(s): _____

Proposed Use: _____ Existing Use: _____

Existing Zoning District: _____ Existing From District: _____

Deed Book(s) / Page Numbers: _____

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

Has the property been the subject of a previous development proposal (e.g., rezoning, variance, appeal, conditional use permit, minor plat, etc.)? Yes No

If yes, please list the docket / case numbers:

Docket / Case No.: _____ Docket / Case No.: _____

Docket / Case No.: _____ Docket / Case No.: _____



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Contact Information

Owner *Check if primary contact*
 Name: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Primary Phone: _____
 Alternate Phone: _____
 Email: _____

Applicant *Check if primary contact*
 Name: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Primary Phone: _____
 Alternate Phone: _____
 Email: _____

Attorney *Check if primary contact*
 Name: _____
 Signature³: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Primary Phone: _____
 Alternate Phone: _____
 Email: _____

Plan Prepared by *Check if primary contact*
 Name: _____
 Signature³: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Primary Phone: _____
 Alternate Phone: _____
 Email: _____

Certification Statement: 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.

I, _____ in my capacity as _____, Representative / Authorized Agent / 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.

Resources

1. Detailed instruction to obtain a Land Development Report are available online:
<http://www.louisvilleky.gov/PlanningDesign/IWantTo/Find+a+Zoning+District.htm>
2. Deeds and plats can be found at the Jefferson County Clerk's Office, located on the 2nd Floor of Metro Hall (527 West Jefferson Street, telephone: (502) 574-6220). Many deeds, plats and other records are available online at:
<http://www.landrecords.jcc.ky.gov/records/SOSsearch.html>
3. Property ownership information can be found at the Property Valuation Administrator (PVA) office in the Fiscal Court Building (531 Court Place, Suite 504).

Site Plan Elements (Note: These items are not required for pre-application, but will be required with formal filing.)

Description

- Owner's name and address
- Developer's name and address
- Engineer's name and address
- Site Address
- Tax block and lot number
- Zoning of property
- Zoning of adjacent properties
- Existing Use
- Proposed Use
- Plan Date
- Revision Date

Map Elements

- North Arrow
- Vicinity Map
- Legend
- Plan Scale

Site Information and Labels

- Street name
- Property lines with dimensions (new lots shall show bearings)
- Location, ownership, deed book and page of all adjacent property owners
- Form District boundaries and transition zones shown if required by regulations

Project Plan

- Right of way / sidewalks (with widths shown)
- Existing and / or proposed structures shown and identified
- Gross building footprint
- Gross floor area
- Net and gross acreage
- Height of structures
- Off-street loading areas if applicable
- ILA / VUA calculations (may be shown on tree canopy plan) if applicable
- Landscape buffer areas in accordance with Chapter 10 of the LDC
- Parking calculations (minimums and maximums)
- Required building setbacks with dimensions
- Net and gross density, and Number of dwelling units
- Typical dimensions of parking Spaces and aisles

MSD Requirements (All items Shall be checked as included or marked N/A)

- Existing MSD easements
- Proposed MSD Easements

- MSD Standard EPSC notes
- SUB / WM number
- Landscape Buffer Areas / WPAs
- Downstream Facilities Capacity Request
- Existing Storm and Sanitary Sewer Systems
- Topography of Site plus Minimum 50' beyond property lines
- Concept Drainage (i.e. proposed storm pipes, ditches, swales, and drainage flow arrows)
- Detention Basin Location, with outlet identified and MSD easement shown for basin
- Concept Sanitary Sewers (i.e. lateral extension or location of property service connection) and identification of outlet system
- Name of sewerage treatment plant serving site
- Preliminary detention calculation (x-CRA/12) including basin surface area, depth, volume required and volume provided
- Limits of FEMA and / or Local Regulatory Floodplains, if applicable
- Approximate increase or reduction in impervious area, in square feet