

Procedures & Requirements for filing Board of Adjustments Application for Conditional Use or Variance

Submit application to office staff including:

- Clear written proposal explaining in detail the need for the Conditional Use or Variance and how it will adequately fit into the area.
- Required Dimensional Drawing: There shall be an attached scale drawing indicating the shape and dimensions of the lot, location of adjoining streets and alleys, shape and dimensions of all existing and proposed buildings, distances of buildings to lot lines and existing and/or proposed parking facilities.
- Provide name and address for all adjoining property owners.
- Applicable fees are to be paid with the application filing.

A Public Hearing will be scheduled. (Generally set within twenty days of the application being filed to allow for appropriate notice time as set forth in the Kentucky Revised Statute 100.)

Notice will be sent to adjoining property owners of the hearing date as well as be published in the local newspaper.

Applicant or a Legal Representative of the applicant must attend the public hearing for clarification on any areas of the application the board may have questions about.

**TAYLORSVILLE-SPENCER COUNTY
JOINT
PLANNING & ZONING**

P.O. BOX 305, TAYLORSVILLE, KY. 40071

(502) 477-3218

Application No. _____

Date: _____

Application is hereby made to the Board of Adjustment as follows:

Name _____ *Phone* _____

Address _____

A clear and accurate description of proposed work or use: _____

Specific section in the Zoning Order under which it is claimed the Permit be issued: Article _____, *Section* _____, *page* _____

Name and addresses of all abutting property owners: See attached list.

Required Dimensional Drawing: There shall be an attached scale drawing indicating the shape and dimensions of the lot, location of adjoining streets and alleys, shape and dimensions of all existing and proposed buildings, distances of buildings to lot lines and existing and/or proposed parking facilities.

Date: _____ *Signed:* _____

Note: This application shall be accompanied by all required fees.

\$ _____ () Check# _____ () Cash

FOR OFFICE USE ONLY

Certificate for Conditional Use or Variance Issued

(Date)

Conditional Use Permit or Variance Denied

(Date)

By: _____
Chairman Board of Adjustment

Taylorsville-Spencer County

Joint Planning & Zoning Commission

Adjoining Property Owners List

Name

Address