

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.

Variance Application Requires a 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.

Conditional Use Permit Application Requires a Drawing indicating the shape and dimensions of the lot, location of adjoining streets and alleys, shape and dimensions of all existing and proposed buildings, existing and/or proposed parking facilities. Also include the nature of the use, hours and days of operation, number of employees and such information you feel is relevant to the request.

Name and addresses of all adjoining property owners: Complete attached list.

Date: _____ Signed: _____

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

\$ _____ () Check# _____ () Cash

**Application received by: _____
(Staff Members Signature) (Date)**

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

(Adjoining properties on front, sides and rear of property including across the street)

Name

Mailing Address