

# Procedures & Requirements for filing Application for Zoning Change

Submit application to office staff including:

- Development Plan: (File Checklist Attached)

The development plan is intended to demonstrate to the Planning Commission the character and objectives of the proposed development in adequate detail for the Planning Commission to evaluate the effect the proposed development would have on the community and determine what provisions, if any, should be included as part of the development plan and the binding on the use and development of the subject property.

Plat prepared by a surveyor or engineer to state guidelines. If plat is larger than 11x17 please furnish 9 copies. Staff request a digital set for records.

Clear written proposal explaining in detail the need for the Zone Change and how it will adequately fit into the area.

Provide name and address for all adjoining property owners contiguous to, and directly across the street.

- 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. You will be furnished a sign that is to be posted on the property in an area visible from the main roadway.

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.

The Planning Commission is a recommending body. By their guidelines they have the right to hear the application at the first hearing and can hold it until their next hearing date to make a recommendation. Depending if the land is within the County or City will determine if the application will forward to Spencer County Fiscal Court or City of Taylorsville Commission. Once forwarded to the appropriate governing body there will be two hearings before final approval or disapproval. This process takes approximately 3 months.

**SPENCER COUNTY PLANNING & ZONING**  
**P.O. BOX 305 - TAYLORSVILLE, KY. 40071 (502) 477-3218**

**APPLICATION FOR ZONING AMENDMENT**

Application No. \_\_\_\_\_  
Date: \_\_\_\_\_

Application is hereby made for a Zoning Amendment, as follows:

Applicants Name: \_\_\_\_\_

Applicants  
Address: \_\_\_\_\_

Legal description of property under consideration:  
\*Attach Plat, include Deed Book & Page Number

Location Plat: A generalized drawing showing the relationship of the property in question with the surrounding three or four block area, must accompany this application.

Presently Zoned: \_\_\_\_\_

Requested Zone Change: \_\_\_\_\_

Proof that the present zoning classification is in disagreement with the Comprehensive Plan and/or the Land Use Plan:

Proof that the original zoning classification was inappropriate or improper:

Proof that there have been major changes of an economic, physical or social nature which were not anticipated in the Comprehensive Plan and which has substantially altered the basic character of the property or neighborhood in question:

A clear and accurate description of proposed new use:

When will the new use be in operation?: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Note: This application shall be accompanied by the required payment in the amount of \$ \_\_\_\_\_

For Office Use ONLY

Public Hearing Date: \_\_\_\_\_ Planning Commission Approval Date: \_\_\_\_\_

Planning Commission Disapproval Date: \_\_\_\_\_

Recommendation to Fiscal Court: \_\_\_\_\_

Final Fiscal Court Approval Date: \_\_\_\_\_

Fiscal Court Disapproval Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Planning Commission Chairman

**SPENCER COUNTY PLANNING & ZONING**

**ZONING APPLICATION / CHECKLIST**

*(\*\*NOTE: ALL INFORMATION ON THIS SHEET MUST BE SUBMITTED, ALONG WITH APPLICATION AND FEES PAID BEFORE YOU WILL BE PUT ON THE DOCKET.)*

Owner \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Property location \_\_\_\_\_

Application Number \_\_\_\_\_ Meeting Date \_\_\_\_\_

Presently zoned \_\_\_\_\_ Requested Zone Change \_\_\_\_\_

Checklist completed by \_\_\_\_\_

A statement describing how the proposed map amendment would conform to the Comprehensive Plan. \_\_\_\_\_

\_\_\_\_\_

A statement why the existing zoning classification of the property in question is inappropriate or improper. \_\_\_\_\_

\_\_\_\_\_

A statement describing what major economic, physical, or social changes, if any, have occurred in the vicinity of the property in question that were not anticipated by the Comprehensive Plan, and which have substantially altered the basic character of the area involved. \_\_\_\_\_

\_\_\_\_\_

A statement describing how utilities and essential public services will be provided to the property in question. \_\_\_\_\_

\_\_\_\_\_

A description of the anticipated time period in which implementation of the proposed uses will be initiated provided the amendment is approved. \_\_\_\_\_

\_\_\_\_\_

All applications for any proposed amendment to the Zoning Map shall include a development plan in accordance with the provisions and requirements of this section.

The development plan is intended to demonstrate to the Planning Commission the character and objectives of the proposed development in adequate detail for the Planning Commission to evaluate the effect the proposed development would have on the community and determine what provisions, if any, should be included as part of the development plan and the binding on the use and development of the subject property.

## Elements of Development Plan:

*Unless specifically waived at a pre-application conference the development plan submitted to the Planning Commission or legislative body involved at its public hearing on the requested Zoning Map change shall contain all of the following elements in graphic or written form. The Planning Commission or legislative body involved may, in conjunction with its hearing, and prior to making its decision on the issue of the proposed Zoning Map change, require such additional elements it deems necessary for adequate review of the Map change application.*

- \_\_\_ a. Existing topography, with a contour interval not greater than five (5) feet unless specifically waived. Existing topography with a contour interval less than five (5) feet, based on field survey, may be required for all or part of the subject property as existing topographic conditions warrant. Proposed contours may also be required; \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ b. Vicinity map with measurements to existing streets; \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ c. Boundary description, including area and bearings and dimensions of all property lines; \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ d. Lot size within the project, the location, height, floor area, and arrangement of proposed and existing buildings; \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ e. The uses proposed for the subject property and the proposed use of existing structures, if any, on the subject property; \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ f. Existing tree masses, significant rock outcropping, streams, floodplains, and other natural features; \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ g. Provisions for screening and buffering, landscaping, recreational, and open space areas; \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ h. The location, arrangement, and dimensions of existing and proposed streets and driveways, adjacent streets, sidewalks, parking areas (including number of off-street parking spaces), points of ingress and egress, off-street loading areas, and other vehicular, bicycle, or pedestrian right-of-ways; \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ i. Provisions for handling surface water drainage and utilities information, where appropriate, such as proposals for gas, water, electricity, telephone service, sewage lines, fire hydrants and similar information, and the location and dimensions of other existing or proposed easements; \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ j. Demonstration of compliance with land use intensity requirements; \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ k. Proposed stages of development, if applicable, and the anticipated time required to develop each stage; \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ l. Other such information the Planning Commission or legislative body involved deems appropriate; \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ m. All development plans shall be drawn to a sufficient scale to clearly delineate the applicant's proposed use and development of the subject property. Such scale shall be indicated on the development plan. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Member

Fee \$ \_\_\_\_\_ ( ) Check # \_\_\_\_\_ ( ) Cash