



**Board of Adjustments and Appeals**  
**Oldham County Planning and Development Services**  
**Application for a Conditional Use**

*For Staff Use Only:*

Date: \_\_\_\_\_ Docket No: \_\_\_\_\_ Staff: \_\_\_\_\_ Fee: \_\_\_\_\_

*This application must be submitted in person at the Planning and Zoning Office.*

**General Information:** (A separate application must be submitted for each Board of Adjustments request.)

**Note:** All conditional use applicants must attend a pre-application conference prior to submitting this application.

Name of Applicant(s): \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ Is the project within the incorporated city limits? \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Lot Size: \_\_\_\_\_

\*PreApplication Conference Date: \_\_\_\_\_

For what purpose are you requesting a Conditional Use?:

\_\_\_\_\_

Are there any past or present related Planning and Zoning cases on this property? If yes, please list the cases:

\_\_\_\_\_

**Signatures:**

**Owner(s):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Applicant(s): (if other than owner)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Contact:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_



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***Submittal Checklist:***

- \_\_\_\_\_ 1. Complete Oldham County Planning and Zoning Conditional Use Application.  
(Owner's signature is required.)
- \_\_\_\_\_ 2. Required Conditional Use Application Fee as listed below:
  - a.) Residential: \$500.00      b.) Non-Residential: \$800.00      c.) Industrial: \$1,000.00
- \_\_\_\_\_ 3. Notice fees equal to \$5.00 per adjoining property owner.
- \_\_\_\_\_ 4. Mailing Labels for all adjoining property owners, including name and address of all 1<sup>st</sup> tier adjoining parcels. 1<sup>st</sup> tier adjoining parcels include all those that border the property, including those across streets. (\*See note below for PVA directions)
- \_\_\_\_\_ 5. Property information for the project location as listed by the Property Valuation Administration (PVA). (\*See note below for PVA directions)
- \_\_\_\_\_ 6. A copy of the current recorded deed along with any applicable easement deeds or maintenance agreements. Include any surveys of the property, if available.
- \_\_\_\_\_ 7. Eight copies of a plan showing existing conditions and including:
  - \_\_\_\_\_ Property Boundaries and easements with dimensions.
  - \_\_\_\_\_ Location and exterior dimensions of existing structures.
  - \_\_\_\_\_ Location and dimensions of any proposed structures.
  - \_\_\_\_\_ Location of any parking areas and/or driveways.
  - \_\_\_\_\_ Distances between any existing and proposed structures to the property boundaries.
  - \_\_\_\_\_ Current property zoning and neighboring property zoning.
  - \_\_\_\_\_ Name and address of project property owner and all adjoining property owners.
  - \_\_\_\_\_ Adjoining Streets with labels.
  - \_\_\_\_\_ Vicinity Map showing location of property in relation to nearest major intersection.
  - \_\_\_\_\_ North Arrow.
  - \_\_\_\_\_ Location and dimensions of any existing or proposed signs.
  - \_\_\_\_\_ Topographical characteristics of site and immediate surrounding property.
  - \_\_\_\_\_ Other information as determined during the PreApplication Conference with staff.For Home Occupations, also include:
  - \_\_\_\_\_ A Floor Plan of the structure where the Home Occupation will be located.
  - \_\_\_\_\_ Shade the region/room of the structure to be used as the Home Occupation area.
  - \_\_\_\_\_ Interior dimensions of the structure must be labeled.
- \_\_\_\_\_ 8. Photos and other supporting documents.

*\* Accessing PVA information: Property information may be accessed on the internet at [www.oldhampva.com](http://www.oldhampva.com). In order to search for a property, users must select "Tax Payer Info" from the left column then select "Property Search". Once located, users may print the information using the print command on their internet browser. For adjoining property owners or further assistance contact PVA at: 110 W. Jefferson Street in LaGrange or at (502)222-9320.*