

## Cases Heard by the Board of Adjustments and Appeals:

**Appeals:** Any person who feels aggrieved or injured by a decision or action taken by the Zoning Administrator may appeal the decision or action to the Board of Adjustments. The appeal must be made within 30 days of the Administrator's decision or action.

**Conditional Use Permits:** The zoning ordinance specifically lists certain uses that may be allowed in certain zoning districts but only with proper review and approval by the Board. The Board has the power to place any conditions on the approval it feels are necessary in order to make the application compatible with the neighborhood.

**Variances:** Any request involving development or construction on a site that cannot meet the requirements as stated in the zoning ordinance must request a variance from the Board before development can begin. Typically, this involves an application to allow a building to be constructed closer to a property line than normally is allowed under the regulations.

## About Planning & Development Services:

The Oldham County Planning & Development Services office is a land use agency created by local government to guide the county's physical development. To achieve this, the Planning & Development Services office prepares long range plans to provide for balanced growth, reviews development proposals for compliance with locally adopted plans and regulations, monitors development activity, and requires conformance through property code enforcement.

### Mission Statement:

The Oldham County Planning and Development Services Department provides exceptional customer service while furnishing advice and technical expertise to assist:

- Citizens
- Public agencies, and
- Elected and appointed officials

Our department serves the community with integrity and high ethical and professional standards.

Our department focuses our efforts on a long term commitment to:

- Economic Vitality
- Environmental Integrity; and
- Quality Design and Development

## BOARD OF ADJUSTMENTS AND APPEALS



## OLDHAM COUNTY PLANNING & DEVELOPMENT SERVICES

DAVID VOEGELE  
OLDHAM COUNTY JUDGE-EXECUTIVE

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## Applying for an Appeal, Variance, or Conditional Uses:

**Boards:** There are three Boards in Oldham County: LaGrange, Oldham County, and Pewee Valley.

### **Steps for Applying:**

1. Pick up an application from the Planning and Services Office or from the department's website.
2. Collect all of the required information on the Application Checklist.
3. Visit the Property Valuation Administration Office to collect the required property information.
4. Submit all of the materials and the required fee to the Planning and Development Office.

### **Deadlines:**

The filing deadline is typically the third Wednesday of each month. For example, if you wanted to submit an application to be heard in March then the submittal deadline would be the third Wednesday in February. Filing deadlines may vary due to the calendar & holidays.

### **Meeting Dates:**

The LaGrange Board meets on the third Monday of each month at 8:30 a.m.

The Oldham County Board meets on the third Thursday of each month at 9:00 a.m.

The Pewee Valley Board meets by appointment only.

### **Public Notice:**

All adjoining property owners will receive notification through U.S. Postal Mail and public notice is advertised in The Oldham Era.

### **Approval:**

If approved, the formal approval will be finalized at the next public meeting of the approving Board.

### **Appealing the Decision:**

All Administrative Decisions may be appealed to Circuit Court within thirty days of the decision.

## Application Fees:

### **Variances:**

Residential Detached - \$200  
Residential Attached - \$300  
Non Residential - \$400  
Industrial - \$600

Administrative Appeal - \$300

### **Conditional Uses:**

**Residential - \$500**  
**Non Residential - \$800**  
**Industrial - \$1,000**

**\*additional \$5.00 per adjoining property owner for notices also applies to Variances & Conditional Uses.**

## The Board of Adjustments and Appeals Public Hearing:

The Board of Adjustments and Appeals serves as the voice of local government in making decisions concerning certain development issues. The Board was established as part of the community's zoning regulations.

### **Public Hearing Process:**

1. Introduction of the application by staff and questions by the Board.
2. Presentation by the Applicant or Legal Representative (20 minutes\*).
3. Testimony of anyone speaking in favor of the Applicant (10 minutes\*).
4. Testimony by those opposing the application (10 minutes\*).
5. Rebuttal by the Applicant (5 minutes\*).
6. Rebuttal by the Opposition (5 minutes\*).
7. Final Statement of the Opposition (5 minutes\*).
8. Final Statement of the Applicant (5 minutes\*).
9. Board discussion and Final Decision.
- 10.

\* Board may ask questions after testimony from Staff, Applicant and/or Opposition.

Please note there are appropriate times to ask questions and to give testimony. Legal counsel may be present to represent the applicant and the opposition. The Board will typically make its decision or recommendation immediately following the public hearing.