

BULLITT COUNTY JOINT PLANNING COMMISSION APPLICATION FOR ZONING MAP AMENDMENT

PROCEDURE FOR PROCESSING

Once your application is determined to be complete, your request for Zoning Map Amendment will be scheduled for the next available meeting of the Planning Commission. The Planning Commission meets the 2nd Thursday of each month. The docket is limited to seven (7) cases each month and they are scheduled on a first come, first serve basis.

You may contact this office for submission deadlines and docket availability. An appointment is needed to submit and review your application.

Notice of the public hearing will be sent, via first class mail, to all adjoining property owners and to the legislative body having final jurisdiction on your request for Zoning Map Amendment. A **NOTICE OF ZONING CHANGE** sign will be posted on the property in a visible location by Planning Commission staff.

A public hearing notice will be placed in the **Pioneer News** newspaper.

Any one who wants to speak at the public hearing concerning this case will be given an opportunity to do so and time limits will be observed.

The Planning Commission will make a recommendation to approve or to deny your request for a Zoning Map Amendment. The Planning Commission does not make the final decision on any request for Zoning Map Amendment. Your application and the Planning Commission's recommendation will be forwarded to the appropriate legislative body for a final decision. You can expect the file to be forwarded within 7 to 10 days after the Planning Commission hearing under normal circumstances.

You will need to contact the legislative body for information on their procedure in the processing of your application.

REQUIRED INFORMATION

The following shall be submitted with the application:

1. An aerial view of the property from the Property Valuation Office.
2. Print outs of the account screen for all adjoining property owners as taken from the records in the Property Valuation Office.
3. A copy of the property owner's deed(s).
4. An identification plat, prepared by a civil engineer, surveyor, or other competent person, and certified thereon by him to be correct and in conformity, showing by metes and bounds, courses and distances the land proposed to be reclassified, or if the boundaries conform to a boundary within a subdivision for which a plat is recorded among the county land records, then a copy of such plat, the land proposed to be reclassified appearing in a color distinctive from that of other lands shown on the plat.

NOTICE TO PROPERTY OWNERS

Property Owners Must Attend the Hearing

Any presentation given to the Planning Commission on a request for a zoning map amendment must be by:

1. the property owner
2. the property owners attorney
3. witnesses or experts that may be called by the property owner or the attorney

Multiple property owners

All property owners shall sign the application for zoning map amendment. All property owners should be present at the Planning Commission hearing to protect their own interest. However, if all property owners are not present the Planning Commission will hear the case under the following circumstances:

*At least one of the property owner(s) are present and each property owner that is not, shall assign to the property owner(s) that will be present, the right to represent his or her interest in their absence. These signed and notarized statements shall be submitted to the administrative office with the application.

LLC, Corporations, and Estate Applicants

All corporations, limited liability companies, or members of an estate must be represented by an attorney at hearings before the Planning Commission. Proof of an attorney's authority to represent a person must be presented to the Commission through documentation or testimony of said Person or authorized representative of said Person. All Applicants must be present at the Commission hearing or there must be proof presented to the Commission that another individual, who is present, has the authority to make binding decisions on behalf of said Applicant, including the authority to agree to zoning restrictions.

All property owners

If witnesses, engineers, surveyors, etc. speak on the behalf of the property owner, the property owner will be asked if they adopt the testimony as their own.

**Additional items not listed here may be required.*

**Your application is not considered complete until all requested information is received.*

Once this completed application is submitted and accepted, it becomes the administrative record. Any supplements you wish to add to the administrative record must be received in this office no later than 5 days prior to the date of the Planning Commission public hearing.



APPLICATION FOR ZONING MAP AMENDMENT



Application No. _____ Date Submitted _____

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

Property Owner – (use page 6 for multiple owners)

Name

Mailing address

City State Zip Code

Daytime Phone No (_____) Email _____

Contact person if different from the property owner, or if there are multiple applicants

Name

Mailing address

City State Zip Code

Daytime Phone No (_____) Email _____

The property is presently zoned _____ The requested zoning is _____

List a clear and accurate description of the proposed new use(s) of the property

When will new use be in operation?

PROPERTY INFORMATION

Name of the street the property is located on _____

Exact Location of property to be rezoned _____

Size of property to be rezoned _____

Has an address been assigned to this property? yes no

If yes, what is the address? _____

Property Valuation parcel map number _____

Is the property located in an incorporated city? yes no

If yes, what city? _____

Is there property remaining, under the same deed, which is not being rezoned? yes no

If yes, how much property is remaining? _____

Are there structures on the property to be rezoned? yes no

If yes, what kind of structures? _____

Check one of the following concerning the street this property is located on:

county road city street state road private road public right-of-way, but, privately maintained

What is the nearest cross street?

Describe the contour of the land (i.e. flat, gently rolling, hilly, etc.).

Are there any streams, rivers, or major drainage basins that abut or pass through this property?

yes no If yes, list.

Is the property in a flood zone? yes no

Describe in detail the use of all surrounding property.

North: _____

South: _____

East: _____

West: _____

Answer one of the following proofs:

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

2. Proof that the existing zoning classification is inappropriate and the proposed zoning is appropriate

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

APPLICANTS

Property owners name: **PRINT**

Mailing address

City

State

Zip Code

Daytime Phone No (____) _____

Property owners name: **PRINT**

Mailing address

City

State

Zip Code

Daytime Phone No (____) _____

Property owners name: **PRINT**

Mailing address

City

State

Zip Code

Daytime Phone No (____) _____

Property owners name: **PRINT**

Mailing address

City

State

Zip Code

Daytime Phone No. (____) _____

(If additional property owner pages are needed, please number as 6a, 6b, etc.)

SIGNATURE PAGE

I/we, the undersigned, do hereby, under penalty of perjury, swear or affirm that all statements and or exhibits contained in/or submitted with the application are true.

Name (Print)	Title
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Signature	Date
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Name (Print)	Title
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Signature	Date
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Name (Print)	Title
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Signature	Date
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Name (Print)	Title
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Signature	Date
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Name (Print)	Title
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Signature	Date
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(If additional signature pages are needed, please number as 7a, 7b, etc.)

