

Bullitt County Joint Board of Adjustments  
Administrative Office  
Nina Mooney Courthouse Annex Building  
149 N Walnut Street (P.O. Box 55)  
Shepherdsville, KY 40165  
<http://bcplanning6.wix.com/bullitt-county-pandz>



Phone: (502) 955-6832 or 543-6832  
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David Snider, Chairman  
Brian Richardson, Administrator

**APPLICATION FOR CONDITIONAL USE PERMIT**  
**SUPPLEMENTAL INFORMATION**

**Required information**

- The ***completed*** application (***All*** property owners and applicants must sign the application. Ask for an additional signature page if needed. Adjoining property owners do not sign the application.) The Administrator or staff will answer any questions you have but **cannot** fill out the application for you. The signatures must be legible or have the names printed beside or under them.
- A copy of the property owner(s) deed(s) (***1<sup>st</sup> Floor***)
- A list of names and complete mailing addresses of all adjoining property owners as taken from the records in the Bullitt County Property Valuation Office and a copy of the Account Screen from Property Valuation Office (*located on the 2<sup>nd</sup> floor of the Nina Mooney Courthouse Annex Building*)
- An aerial view of the property as taken from the records in the Bullitt County Property Valuation Office (***2<sup>nd</sup> Floor***)
- A site plan of the proposed project
- All corporations, LLC's or members of an estate must be represented by an attorney; applicants must present proof of an attorney's authority to represent them at the hearing. Applicants must be present at the meeting or present proof that their attorney has the authority to agree to any binding decisions on behalf of said Applicant.

Because each case is unique, additional information may be required. The Administrator and/or staff will review the application and notify the applicant if other documentation is required.

NOTE: INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED.

**Fees** (All fees are due at the time the application is submitted.)

- \$175.00 Non-refundable application fee plus an additional fee based on current postage fees per the number of adjoining property owners. (Make checks payable to Bullitt County Fiscal Court)
- \$16.00 Fee to be used for recording a Certificate of Land Use Restriction (Make check payable to Bullitt County Clerk) If the Conditional Use Permit is denied, this fee will be returned. \* An ***additional \$16.00 recording fee will be due if your application is approved for the Certificate for Conditional Use.***

**Filing Deadline**

Once the application is submitted and determined to be complete, the request for a Conditional Use Permit will be placed on the next available docket of the Bullitt County Joint Board of Adjustments (Board). The Board meets the second Thursday of each month. Filing deadlines vary from month to month. Please contact the Administrative Office for the next filing deadline and hearing date.

**Hearing Procedure**

All property owners and applicants must attend the hearing even if represented by an attorney. At the hearing the applicant property owner or their attorney will explain to the Board what they are proposing any may present experts or witnesses. Any interested citizen will be given an opportunity to speak. The Board will make a decision on the request at the time of the hearing unless they determine that additional information or review is needed. If additional information or review is needed, the case will be held over and placed back on the docket at a later date.

If approved, the Conditional Use Permit will be available one week after the hearing unless otherwise noted. The applicant and/or property owner will be required to record the Conditional Use Permit in the Bullitt County Clerk's office before any site plan approvals, building permits and/or zoning compliances are issued. An additional recording fee will be due to the Bullitt County Clerk.

A Conditional Use Permit is not authorization to begin construction. It is only an approval for the **use** of the property.