

(c) Any other reason under which the Board of Zoning Adjustment may regularly require an applicant to conduct an additional neighborhood meeting

(9) **Effect of return to normalcy.** When the circumstances which justify the exclusive use of virtual neighborhood meetings lapse, whether by the Board of Zoning Adjustment revoking its explicit grant of approval for the use of virtual meetings for the given condition or otherwise (such as a state of emergency being concluded), any virtual neighborhood meetings which had been properly noticed to occur within 14 days of such change in circumstances may proceed to be held as virtual neighborhood meetings, subject to the other conditions of this section. However, an in-person neighborhood meeting may be required in addition to the virtual neighborhood meeting at the discretion of the Board of Zoning Adjustment.

3.02 Applications

- 3.02.01 Every matter on which the Board is authorized or required to act, shall be presented in writing, or on forms provided by the Division of Planning and Design Services, for a specific presentation and shall include all information necessary for clear understanding and intelligent action by the Board. Such information, when requested by the Board, and/or the Division of Planning and Design Services, shall include, but not be limited to, maps, surveys, drawings, plans, charts, and descriptive data. All applicable fees must be paid at the time of application.
- 3.02.02 All matters to come before the Board shall be filed in the Board's office between 8:00 a.m. and 5:00 p.m., except on weekends and holidays
- 3.02.03 All appeals shall be filed in the Division of Planning and Design Services not later than thirty (30) days after the appellant, or his/her agent has received actual notice of the action of the administrative official or other, from whose action the matter is appealed.
- 3.02.04 No new application or appeal shall be accepted for Board action within one year of Board action on an application on the same, or substantially the same tract of property, unless the Board finds and resolves that either:
- (1) substantial land use, economic or social changes affecting the property have occurred in the interim; or

- (2) the new application differs significantly from the original application. For purposes of this Policy, “differs significantly” shall mean:
 - (a) a different issue; or
 - (b) any other difference that the Board finds to constitute a significant change from the original application.

Applications made by governmental agencies shall not be subject to this policy nor shall such governmental applications affect the filing of subsequent non-governmental applications.

3.03 Notice

3.03.01 Whenever notice of a public hearing or meeting, or of a staff-approvable decision is required pursuant to the Kentucky Revised Statutes, the Land Development Code, the Board of Zoning Adjustment Bylaws or these Policies, it shall be the responsibility of the applicant to ensure that proper notice is postmarked for the required notice period. Proof of notice shall be provided by affidavit to the Board’s staff and the Board’s staff shall be mailed a copy of the notice at the same time it is provided as required under the Land Development Code.

3.03.02 It shall be the duty of the person or persons making the application to furnish to the Division of Planning and Design Services (i) the names and addresses of the owners of all property described in this section, and (ii) the addresses for all dwelling units located on all property described in (i), to be addressed to “Current Resident.” Records maintained by the Jefferson County Property Valuation Administrator may be relied upon conclusively to determine the identity and address of said owner(s). Addresses for “Current Resident” shall be obtained using available data from Louisville Metro Government, and those records may be relied upon conclusively to determine the dwelling units to be included in the supplemental notice. In the event a property described in this section is held in a cooperative or condominium form of ownership, the person entitled to notice under this section on behalf of the owner shall be the president or chairman of the owner group that administers the property in common ownership. A joint notice may be mailed to two or more co-owners of a property described in this section where those co-owners are listed in the Property Valuation Administrator’s records as having the same address.

3.04 Notice of Filing of Application