

APPLICATION PROCEDURES.....3.0

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3.03 Notice

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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 al 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.

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3.04 Notice of Filing of Application

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3.04.04 It shall be the duty of the applicant to furnish to the Division of Planning and Design Services the names and addresses of the parties, and in the case of the supplemental notice to be addressed to “Current Resident,” the addresses of the current residents, notified as required above and a copy of the notice sent within seven (7) calendar days after such notices are mailed. Records maintained by the Jefferson County Property Valuation Administrator (PVA) may be relied

upon conclusively to determine the identity and address of said owners. **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 chairperson 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.