

CHECKLIST

Please submit the completed application along with the following documents

➔ Applications will not be accepted without the following items:

- ☒ **Deed:** Provide a copy of the current recorded deed (must show "End of Document" stamp on last page). Deeds are available online at: <https://search.jeffersondeeds.com>
- ☐ **Elevations:** Provide an elevation drawing for new construction (including home additions, garage additions, and fences)
- ☐ **Site Plan:** Provide a site plan or building rendering (whichever is applicable), including the following elements. LOJIC maps are not acceptable. **Note:** ask customer service for a SITE PLAN GUIDE for reference.
 - ✓ Plan drawn to a reasonable scale [engineer's scale (1" = 20') or architect's scale (1/8" = 1')]
 - ✓ Vicinity map that shows the distance from the property to the nearest intersecting street
 - ✓ North arrow
 - ✓ Street name(s) abutting the site
 - ✓ Property address, parcel ID, and dimensions
 - ✓ Building limit lines
 - ✓ Electric, telephone, drainage easements with dimensions
 - ✓ Existing and proposed structures with dimensions and distance from property lines
 - ✓ Highlight (in yellow) the location of the variances
- ☐ **Mailing Labels:** You are required to notify the OWNERS and RESIDENTS of neighboring properties of this application. If the owner does not occupy the property, you must also send notice addressed to the "current resident" at the property address. You must create mailing labels of 1st tier adjoining property RESIDENTS and OWNERS, and to your Case Manager (ask customer service for the "HOW-TO: USER GUIDE" for instructions). Applicant is responsible for mailing.
- ☒ **Copy of Mailing Labels:** Make a copy of the mailing label sheet(s) mentioned above.
- ☐ **Fee: Application Fee:** **\$100** - Single-Family Uses (one lot only)
 - \$300** - Churches, parish halls, temples, schools, and institutions of learning (except colleges, universities, trade, business, or industrial schools), not-for-profit uses, and clubs, private non-profit
 - \$700** - for All Other Uses (including multiple single-family lots within a subdivision)

Clerk's Fee: + **\$60** - Note: If two or more applications are submitted simultaneously for the same site, only one clerk's fee is required
- ☐ **Refusal Letter (if applicable):** Required if a STOP WORK ORDER or CITATION has been received - provide a copy of the refusal letter from citing official.
- ☐ **Utility Approval (if applicable):** Required if the proposed structure encroaches into an easement (MSD, LG&E, or Bell South) - submit written documentation from the utility company indicating approval for the encroachment

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REQUIREMENTS FOR NON-PUBLIC HEARING APPLICATIONS ONLY – (Eligible cases are heard in the Business Session of Board of Zoning Adjustments (BOZA) meetings. All APOs must sign the attached non-hearing affidavit indicating consent for the variance, as comments from the public are not taken during this process)

- ☐ **Non-Hearing Affidavit form** (see pages 8-9)
- ☐ **Photographs:** Take photos of the subject area from all angles

23-VARIANCE-0011