

APPLICATION FOR AMENDMENT TO THE ZONING MAP

Case #: _____

DATE SUBMITTED _____

APPLICANT'S NAME _____

ADDRESS OF APPLICANT _____

ADDRESS OF PROPERTY (if different than above) _____

PHONE _____

ACREAGE: _____ UPDATED SURVEY _____ YES; _____ NO

ROAD FRONTAGE (FT.): _____

Description of property under consideration: (Attach legal description)
Deed book _____; Page # _____

PRESENT ZONING _____

REQUESTED ZONING CHANGE _____

(A concept development plan must be submitted with all zone change request except for Agriculture zones.)

In considering action upon this request, the Planning Commission will base its decision pursuant to KRS 100.213 (1) on one or more of the following findings: **(Please Circle)**

1. That the requested zoning classification is in agreement with the adopted Comprehensive Plan of Grant County, Kentucky.
2. That the original zoning classification is inappropriate or improper.
3. That there has been major changes of an economic, physical, or social nature which were not anticipated in the adopted Comprehensive Plan or Land Use Plan and which has substantially altered the basic character of the property or neighborhood in question.

In order that the Planning Commission may act upon this application, the applicant shall provide the following pertinent information: (If additional space is required, please attach a separate sheet.)

1. How will the proposed amendment conform to the Comprehensive Plan? _____

2. Why is the existing zoning classification of the property in question, inappropriate or improper? _____

3. What major economic, physical, or social changes, if any have occurred in the vicinity of the property in question that were not anticipated in the Comprehensive Plan and have substantially altered the basic character of the area, which make the proposed amendment to the zoning map, appropriate?

A. List and describe such changes:

B. Describe how said changes were not anticipated in the adopted Comprehensive Plan:

C. Describe how said changes altered the basic character of the area:

D. Describe and identify the appropriateness of proposed zoning map amendment in conjunction with said changes:

Name and address of all abutting property owners and those on the other side of the road or street as supplied by the Property Valuation Administrator's office: (If additional space is required, attach a separate sheet.) **if the property being rezoned is being split from a larger tract of land you must include names of addresses adjoining the ENTIRE parent tract not just the parcel being subdivided.** (List of adjoining property owners must be supplied by the Property Valuation Administrator's office.)

NAME

ADDRESS

SUMMARY OF INTENDED LAND USE:

A fee of \$ _____ is required, of which no part shall be returnable to the applicant.

I do hereby certify that the information provided herein is both complete and accurate, to the best of my knowledge, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Signature of Applicant (s) _____

I hereby depose and say under the penalties of perjury that all of the statements contained in or submitted with this application are true.

Owner's or Duly Authorized Legal Agent's
Signature

City of _____

County of _____

Commonwealth of _____

Subscribed and sworn to before me this the _____ day of
_____ 20____.

BY: _____

Notary Public

My Commission expires _____

Procedural Guide For Rezoning Applications, Deed Recording and Building

Any person, group, firm, legal entity or duly authorized agent for one of the aforementioned, may file an application for the rezoning of any parcel of property within Grant County, Commonwealth of Kentucky. Applicant shall be required to comply with the following procedures and conditions and the requirements of the County Zoning Ordinance.

The applicant shall submit to the Zoning Administrator, no less than forty-five (45) consecutive calendar days prior to the next regular meeting of the Planning Commission the following items:

- a. A completed application for a zone change, on the prescribed form, provided by the Zoning Office.
- b. A plat of the property to be rezoned prepared by a registered land surveyor. A site development plan shall be filed in accordance with the Zoning Ordinance.
- c. A list of the names and mailing addresses of every adjoining property owner given by the Property Valuation Administrator's (PVA) Office.
- d. Three sets of any other plans sketches, pictures, reports or exhibits that the applicant may wish to submit.
- e. All copies of the rezoning application shall be signed by the fee owners of the parcel of property to be rezoned, or by a duly authorized legal agent and notarized.
- f. All required fees shall be paid at the time of the submission of the application.

Public Hearing Required, Notice Given

No amendment to these regulations shall become effective until after a public hearing in relation thereto. The notice and date of hearing shall be published in accordance with KRS 424.130 (all public notice shall be made by the Planning Office). **At such hearing parties in interest and citizens shall have an opportunity to be heard.** Notice of the time and place of such hearing shall be published at least once in an official newspaper or a paper of general circulation in the community at least seven (7) days and no more than twenty-one (21) days prior to the public hearing, as well as registered mail sent to all adjoining property owners, and a sign shall be placed on the subject property, in plain sight from the nearest roadway at least fourteen (14) days prior to the public hearing.

A public hearing will be held at the regular meeting of the Grant County Planning Commission, every fourth (4th) Monday night of the month at 7:00 P.M. Please remember that Planning Commission members must make decisions based on only the information provided in the application and at the public hearing, outside contacts prior to the public hearing may disqualify them from voting on an application.

Procedure for recording Deed after Zone Change

After second (2nd) and final reading of the zone change application by the appropriate legislative body, it shall be the responsibility of the applicant to file a conveyance plat application with the Grant County Planning Commission. The Conveyance Plat shall be done in accordance with the Subdivision Regulations of Grant County, Kentucky and will take a minimum of seven (7) days to complete. After review and approval of the conveyance plat by the Grant County Planning Commission's Engineer, the Zoning Administrator shall have the authority to sign the conveyance plat for the applicant. This conveyance plat should be attached, with the legal description to a new deed prepared by the applicant's legal representative.

Procedure for Building a Home

For anyone wishing to build a new home or place a Manufactured Home on property located in Grant County here are a few facts that should help in you get through the process.

1. Permits: the following permits are required before any construction can begin:

* The following permits must be obtained in order

1) **Septic Permit: Grant Co. Health Dept. - 859-824-5074**

- Lot has existing septic system: you will need to contact the Health Department and have them inspect the system. If the system is OK for the new home they will issue you a letter stating that the existing septic is approved for the new home. If the system needs repair they will issue a permit to correct the problem.
- If the lot does not have a septic system: you will need to contact the Health Department to have a site evaluation done. Once this is done they will issue a permit to install the new system.

2) **Driveway Permit:**

- County Maintained Roads: County Road Dept. 200 Barnes Rd. Williamstown 859-824-4851
- State Roads: State Road Dept. 911 S. Main St. Williamstown 859-824-5011

3) **Site/Zoning Permit: Grant Co Planning Commission – 859-824-7770**

- You will need to bring a copy of the septic permit or letter approving the existing system or a copy of payment for sewer tap, a copy of a deed and/or plat, and a copy of the driveway permit to the Planning Commission Office to obtain a Site/Zoning Permit.

4) **Building Permit: Building Inspectors Office – 859-824-9608**

- The Building Inspector will need a copy of the Site/Zoning Permit along with two sets of plans. The plans will be reviewed (3 to5 working days) and then reviewed with the builder or homeowner.

3. Other permits you must obtain:

- **Plumbing Permit:** Grant Co. Health Dept. 234 Barnes Rd. Williamstown 859-824-0317

I, the undersigned, do hereby recognize that someone from the Office of the Grant County Planning Commission has given me this instructional information.

Applicant

Grant Co. Planning Commission

Date

Date