

**INSTRUCTIONS FOR CONDITIONAL  
USE PERMIT APPLICATION  
(APPLICANT PLEASE READ ALL INFORMATION)**

The Board of Zoning Adjustments Meets for Public Hearings on the third (3<sup>rd</sup>) Thursday of each month, @ 6:00 p.m., Court House Annex, 139 South Main Street, Lawrenceburg, Kentucky.

Applications for Conditional Use Permit must be submitted to the Zoning Office no later than three (3) weeks prior to the next regularly scheduled Board Meeting. Applications will not be accepted after this deadline date due to Legal Publication & Adjacent Property Owner Notification Deadlines, per KRS 100.

1. The next deadline for application submission for the Board of Zoning Adjustments is \_\_\_\_\_.
2. The Board of Zoning Adjustments will review this application at the next public hearing to be held on \_\_\_\_\_.
3. Applicant must date and sign the application, in front of a Notary. If the applicant is not the property owner; the owner and the applicant, must date and sign the application in front of a Notary. A phone number and address is required for each.
4. Upon receipt of the completed application, a sign will be provided to post on the property in a visible area. Please return sign on the night of the public hearing. Sign deposit will be returned, provided the sign is received within fourteen (14) days after the public hearing.

**THE FOLLOWING INFORMATION MUST BE SUPPLIED WITH THIS APPLICATION**

- a. A \$100.00 application fee and a separate payment for a \$75.00 sign deposit. (Checks made payable to the Anderson County Treasurer, or the exact cash amount.)
- b. A copy of the Deed.
- c. A sketch, aerial photo, or survey, which shows the general shape of the land, the road, and all existing and proposed buildings.
- d. A list of adjacent property owners, which must include the property owners across the road, to the rear and sides of the subject property. (This information can be acquired at the Anderson County Property Valuation Administrator's Office, 101 Ollie J. Bowen Street, Lawrenceburg, Kentucky.)
- e. A narrative statement regarding the request relative to the requirements for Conditional Use.

**PLEASE NOTE: ALL REQUIRED INFORMATION MUST BE PROVIDED BY THE DEADLINE DATE.**

**Should you have any questions, please feel free to contact the Zoning Office at 502-839-1505.**

**APPLICANT: Please read the following information carefully before completing an Application for Conditional Use Permit.**

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**Lawrenceburg/Anderson County Zoning Ordinance  
Article IV – Conditional Use Permits**

**Conditional Use Permits**

The Board shall have the power to hear and decide applications for conditional use permits to allow the proper integration into the community of uses which are specifically named in the Zoning Ordinance and which may be suitable only in specific locations in the district and only if certain conditions are met.

- a. The Board may approve, modify, or deny any application for a conditional use permit. Before granting any such permits, the Board is required to consider the comments of all adjoining property owners. If it approves such permit, it may attach necessary conditions such as time limitations, requirements that one or more things be done before the request can be initiated, or conditions of a continuing nature. Any such conditions shall be recorded in the Board's minutes and on the conditional use permit, along with a reference to the specific section in the Zoning Ordinance listing the conditional use under consideration. The Board shall have power to revoke conditional use permits, or variances, for noncompliance with the condition thereof. Furthermore, the Board shall have a right of action to compel offending structures or uses removed at the cost of the violator and may have judgment in person for such cost.
- b. Granting of a conditional use permit does not exempt the applicant from complying with all of the requirements of building, housing, and other regulations.
- c. In any case where a conditional use permit has not been exercised within the time limit set by the Board, or within one year, if no specific time limit has been set, such conditional use permit shall not revert to its original designation unless there has been a public hearing. Exercised, as set forth in this section, shall mean that binding contracts for the construction of the main building or other improvement has been let; or in the absence of contracts that the main building or other improvement is under construction to a substantial degree, or that prerequisite conditions involving substantial investment shall be under contract, in development, or completed. When construction is not a part of the use, exercised shall mean that the use is in operation in compliance with the conditions as set forth in the permit.
- d. The Administrative/Enforcement Officer shall review all conditional use permits, except those for which all conditions have been permanently satisfied, at least once annually and shall have the power to inspect the land or structure where the conditional use is located in order to ascertain that the landowner is complying with all of the conditions which are listed on the conditional use permit. If the landowner is not complying with all of the conditions, which are listed on the conditional use permit, the Administrative/Enforcement Officer shall state conditions on the conditional use permit, and copy of the report shall be furnished to the landowner at the same time that it is furnished to the Chairman of the Board. If the Board finds that the facts alleged in the report of the Administrative/Enforcement Officer are true and that the landowner has taken no steps to comply with them between the date of the report and the date of the hearing, the Board may authorize the Administrative/Enforcement Officer to revoke the conditional use permit and take the necessary legal action to cause the termination of the activity on the land which the conditional use permit authorizes.
- e. Once the Board has approved a conditional use permit and all the conditions required are of such type that they can be completely and permanently satisfied, the Administrative/Enforcement Officer, upon request of the applicant, may, if the facts warrant, make a determination that the conditions have been satisfied, and enter the facts which indicate that the conditions have been satisfied and the conclusion in the margin of the copy of the conditional use permit which is on file with the County Clerk, as required in KRS 100.237. Thereafter said use, if it continues to meet the other requirements of the regulations, will be treated as a permitted use.

DATE \_\_\_\_\_

1. Name and Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

2. Name and Address of Property Owner (if different from applicant): \_\_\_\_\_  
\_\_\_\_\_

3. Address of Property: (If the subject property does not have a legal address, please provide a location description. E.g. "Property is located on the North side of John Doe Road, approximately 1.5 miles from the intersection of Jane Doe Lane and John Doe Road.") \_\_\_\_\_  
\_\_\_\_\_

4. Existing Use: \_\_\_\_\_  
\_\_\_\_\_

5. Proposed Use (Description of Conditional Use): \_\_\_\_\_  
\_\_\_\_\_

6. Supporting Information:

a. A sketch plan for the proposed use showing the location of buildings, parking and loading areas, traffic access and circulation drives, open space, landscaping, utilities, signs, yards and refuse and service areas.

b. A narrative statement relative to the above request, and also explain the economic, noise, glare, odor, and traffic effects on adjoining property, and the general compatibility with adjacent and other properties.

7. List All Adjacent Property Owners. (Use additional sheet if necessary.)

Name

Address

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Applicant Signature

\_\_\_\_\_  
Owner Signature (If different from Applicant)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

The forgoing application was acknowledged and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State At Large, KY

\_\_\_\_\_  
My Commission Expires

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**THIS SECTION FOR OFFICIAL USE ONLY:**

**Current Zoning District of Application/Property:** \_\_\_\_\_

**Section \_\_\_\_\_ of the Zoning Ordinance for Lawrenceburg/Anderson County, Kentucky, which specifically lists conditional uses.**

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Date of Public Hearing: \_\_\_\_\_ Date of Public Notice: \_\_\_\_\_

Date of Notification Adjacent Property Owners: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Sign Deposit Paid: \_\_\_\_\_ Approval: \_\_\_\_\_ Denial: \_\_\_\_\_