



# ZONING PERMIT APPLICATION

SEE COMMISSION FEE SCHEDULE

Date: \_\_\_\_\_

OWNER INFORMATION				
OWNER'S NAME				
OWNER'S ADDRESS				
CITY, STATE, ZIP				
PHONE NUMBER			EMAIL	
CONTRACTOR INFORMATION				
CONTRACTOR'S NAME				
ADDRESS, CITY, STATE, ZIP				
PHONE NUMBER		FAX NUMBER		EMAIL
MAILING ADDRESS, CITY, STATE, ZIP				
ZONING PERMIT INFORMATION				
ADDRESS OF THE PROPERTY				
SUBDIVISION NAME			LOT NUMBER	
TYPE OF STRUCTURE		PROJECT COST		# OF DWELLINGS
1ST FLOOR (sq. ft.)		2ND FLOOR (sq. ft.)		3RD FLOOR (sq. ft.)
BASEMENT FINISHED (sq. ft.)		BASEMENT UNFINISHED (sq. ft.)		GARAGE (sq. ft.)
PORCH, COVERED (sq. ft.)		DECK/PATIO, COVERED (sq. ft.)		DECK, UNCOVERED (sq. ft.)
TOTAL SQUARE FEET		STRUCTURE HEIGHT		STORIES
JURISDICTION SHELBYVILLE   SIMPSONVILLE   SHELBY COUNTY			LOT WIDTH:	LOT AREA:
SETBACKS				
FRONT	SECONDARY FRONT	SIDE 1	SIDE 2	REAR

# **ZONING PERMIT**

## **APPLICATION CHECKLIST**

### **A. Completed application.**

### **B. Applicable fees (see Planning Commission Fee Schedule).**

### **C. Residential Dwellings.**

1. A site plan drawn to scale by a surveyor, engineer, or architect and shall include, at a minimum, the following information:
  - A title block in the lower right hand corner containing:
    - ✓ "Site Plan"
    - ✓ Project Name
    - ✓ Address of property
    - ✓ Property Evaluation Parcel Number
    - ✓ Name and Address of Owner
    - ✓ Date prepared
    - ✓ Written Scale.
  - Name and address of Surveyor, Engineer, or Architect.
  - Subdivision name, lot number, and lot area (square feet & acres).
  - Vicinity Map.
  - North Arrow and Graphic Scale (not smaller than 1"=100').
  - Width and location of adjoining street right-of-way.
  - Lengths and bearings of property lines, including identification of monuments.
  - Area of subject property (square feet and acres).
  - Zoning of the subject property.
  - Easement lines on the subject property.
  - Outline of the proposed dwelling with decks, porches and covered patios.
  - Setbacks from property lines indicated by labeled setback lines or dimensioned arrows (drawn square to the lot lines) from the lot lines to the nearest point of the building.
  - Floodplain boundaries and disclaimer statement. Disclaimer statement must include the panel number of the Flood Insurance Rate Map (FIRM).
  - Driveway entrance location with dimensions.
  - Sidewalks, existing and proposed (if applicable).
2. Driveway permit or a document from the appropriate agency for proposed or existing driveways.
3. Septic application form & site evaluation form or Sewer permit.
4. Zoning permit fee – Cost is based on total square footage under roof.
5. Address application for new address along with \$20 fee per address.

### **D. Multi-family Dwellings, Commercial and Industrial Buildings.**

1. Approved development plan/planned unit development plan.
2. Driveway permit or a document from the appropriate agency for proposed or existing driveways.
3. Septic application form & site evaluation form or Sewer permit.
4. Department of Housing, Buildings and Construction approval letter (if applicable).
5. Building Exterior Quality Design Corridor Certificate of Approval Application (if applicable).
6. Zoning permit fee – Cost is based on estimated cost of the proposed building.
7. Address application for new address along with \$20 fee per address.
8. Bond, cash or performance (if applicable).

**E. All Other Structures.**

1. A site plan drawn to scale by the applicant and shall include, at a minimum, the following information:
  - Name and Address of Owner
  - Address of property
  - Subdivision name, lot number, and lot area (square feet & acres).
  - Lengths and bearings of property lines.
  - Easement lines on the subject property.
  - Outline of the proposed accessory structure or addition to the main structure.
  - Setbacks from property lines indicated by labeled setback lines or dimensioned arrows (drawn square to the lot lines) from the lot lines to the nearest point of the accessory structure or addition to the main structure.
  - Written Scale
2. Driveway permit for subject properties with no existing driveway.
3. Septic application form & site evaluation form for bedroom additions to dwellings.
4. Zoning permit fee – Cost is based on estimated cost of the proposed building.

**F. Contact Information.**

**Sewer Permit**

Shelbyville Municipal Water & Sewer Commission  
1059 Washington Street  
Shelbyville, KY 40065  
Phone (502) 633-2840

Simpsonville Sewer Department  
108 Old Veechdale Road 40067  
Simpsonville, KY 40067  
Phone (502) 722- 8110

**Septic System Permit**

Shelby County Health Department  
Environmental Office  
615 11<sup>th</sup> Street  
Shelbyville, KY 40065  
Phone (502) 633-9377

**Driveway Permit**

Shelby County Road Department  
406 Kentucky Street  
Shelbyville, KY 40065  
Phone (502) 633-3279

City of Shelbyville Public Works  
787 Kentucky Street  
Shelbyville, KY 40065  
Phone (502) 633-1094

City of Simpsonville  
108 Old Veechdale Road  
Simpsonville, KY 40065  
Phone (502) 722-8110

Kentucky Department of Highways  
555 Old Seven Mile Pike  
Shelbyville, KY 40065  
Phone (502) 633-1744

**Building Permit**

Shelby County Building Inspection Department  
419 Washington Street  
Shelbyville, KY 40065  
Phone (502) 633-0692

Simpsonville Building Inspection Department  
108 Old Veechdale Road  
Shelbyville, KY 40067  
Phone (502) 722-8110

Shelbyville Building Inspection Department  
315 Washington Street  
Shelbyville, KY 40065  
Phone (502) 633-8000