



**FRANKLIN COUNTY  
PLANNING & BUILDING CODES  
DEPARTMENT**  
321 West Main Street  
Frankfort, KY 40601  
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**OFFICE USE ONLY**

Received: \_\_\_\_\\_\_\_\_\\_\_\_\_  
Payment Amt: \$\_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Meeting: \_\_\_\_\_

**CONDITIONAL USE PERMIT APPLICATION**

Meeting Date: \_\_\_\_\_ Filing Deadline: \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Status of Applicant: owner \_\_\_\_\_ lessee \_\_\_\_\_ under contract to purchase \_\_\_\_\_

General Location of Property: \_\_\_\_\_

Street Address: \_\_\_\_\_

Zoning of Property: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Acres; or \_\_\_\_\_ Square Feet

Brief description of the conditional use being requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**NOTE: SUPPORTING INFORMATION IS REQUIRED WITH THIS APPLICATION. PLEASE SEE ATTACHED PAGE FOR DETAILS.**

### **Supporting Information Required for Conditional Use Permit Applications:**

1. Vicinity map with location of subject property marked.
2. A detailed written description of the scope of the proposed use.
3. Site plan: A scaled drawing showing the boundaries and dimensions of the subject lot, as well as the location, arrangement and dimensions of buildings, driveways, accessory structures, fences and landscaped areas. If only a portion of a building is to be utilized for the conditional use, a floor plan must also be submitted.
4. A list of adjoining property owners and their mailing addresses. This list should include adjacent properties to all sides of the subject property (including those across the street). This information may be obtained from the Property Valuation Administrator's (PVA) Office, Franklin County Courthouse Annex, 315 W. Main St.
5. **\$150 filing fee** (make checks payable to the Frankfort-Franklin County Planning Commission).

Note: If the applicant is not the property owner, a letter from the property owner agreeing to the proposed use is also required.

NOTE: One (1) copy of this form and the Supporting Information must be filed with the Frankfort/Franklin County Board of Zoning Adjustment at the City of Frankfort, Department of Planning and Building Codes by the deadline date to be considered for the first available meeting date.