



Franklin County
Planning, Zoning & Building Codes

321 West Main Street
Frankfort, KY 40601
Phone: (502) 875-8701
www.franklincounty.ky.gov

OFFICE USE ONLY

Application Received: __/__/__
Fee: \$_____
Mtg. Date: __/__/__
Board Action: Approval/Denial

APPLICATION FOR ADMINISTRATIVE REVIEW/APPEAL
BOARD OF ZONING ADJUSTMENTS

Fee - \$150 (made payable to the Frankfort/Franklin County Planning Commission)

Return Completed Applications To:

Department of Planning, Zoning and
Building Codes
321 W. Main St.
Frankfort KY, 40601

For Questions Please Contact:

Tina Peck
(502) 875-8701
tina.peck@franklincounty.ky.gov

Meeting Date: _____ **Filing Deadline:** _____

Property Information

Address or Parcel No.: _____

Zone: _____ Size of Property: _____

Existing Use of Property: _____

Proposed Use of Property: _____

Applicant Information

Name of Applicant: _____

Address: _____

Email Address: _____

Phone: _____

Property Owner (if not applicant):

Name of Owner: _____

Address: _____

Email Address: _____

Phone: _____

Primary Contact (if not applicant) (This may include an attorney, engineer, contractor, etc.):

Name: _____

Email Address: _____

Phone: _____

Description of Appeal:

***You may attach additional info as needed**

Supporting Information:

The following items must be attached to the application as supporting information:

1. **Site Plan** – The purpose of the stie plan is to provide a detailed description of the property and the proposed activity. It should be done at a scale that accurately and legibly shows the following information.
 - a. A vicinity sketch with the property location clearly marked. This sketch should identify major roads and other significant landmarks in the area so that the general location of the property can be quickly recognized.
 - b. The dimensions of all property lines.
 - c. The location, size in square feet, dimensions, and number of stories of existing and proposed buildings, with such buildings clearly marks as either existing or proposed.
 - d. Any screening or landscaping (existing or proposed) that may be relevant to the application, with materials clearly identified (e.g. trees, hedges, shrubs, walls, etc.)
 - e. The location, height, and type of any existing or proposed fencing.
 - f. Location and dimensions of driveways, parking spaces, off-street loading areas, and access points.
 - g. Title block, north arrow, scale, and site statistics
2. **Filing Fee (\$150)** – made payable to the Frankfort-Franklin County Planning Commission
3. **Name and mailing addresses of adjacent property owners** as listed by the Franklin County PVA's Office (502) 875-8780
4. **Justification Statement** – Provide a narrative statement explaining the request and answering at least one of the following questions:
 - a. Describe the reason that you believe an error was made in an order, requirement, decision, grant or refusal made by the Department of Planning, Zoning, and Building Codes within the last 30 days in the enforcement of the Zoning Ordinance.
 - b. Describe the manner in which you have been injuriously affected or aggrieved by an official action or decision made by the Department of Planning, Zoning, and Building Inspection within the last 30 days in the enforcement of the Zoning Ordinance.

Applicant Signature:

I hereby certify that I am, or have authority of, the owner or agent to make this application and attest that the information contained herein, including any attachments, are complete and accurate.

5. Applicant Signature: _____ Date: _____