



# 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 ZONE MAP AMENDMENT PLANNING COMMISSION

**Fee - \$300 (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:**

Ben Judah  
(502) 875-8701  
ben.judah@franklincounty.ky.gov

**Meeting Date:** \_\_\_\_\_

**Filing Deadline:** \_\_\_\_\_

**Property Information**

Address or Parcel No.: \_\_\_\_\_

Size of Property: \_\_\_\_\_

Existing Zone: \_\_\_\_\_

Proposed Zone: \_\_\_\_\_

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

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

**Applicant Information**

Name of Applicant: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Property Owner (if not applicant)**

*(If the applicant is not the owner, the applicant must provide a letter of permission from the property owner.)*

Name of Owner: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Supporting Information**

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

1. **Legal Description of the Property** – If only a portion of the property is to be rezoned, then a stamped survey is required.
2. **Preliminary Development Plan or Preliminary Subdivision Plat** – The purpose of this 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. Location and dimensions of any proposed street system, driveways, parking spaces, off-street loading areas, and access points.
  - f. Title block, north arrow, scale, and site statistics

*Note: This does not constitute a final development plan or subdivision plat, one or both of which will be required prior to building permit approval.*

3. **Traffic Impact Study** for any amendment to a Planned Unit Development District, Commercial District, or Industrial District.
4. **Filing Fee (\$300)** – made payable to the Frankfort-Franklin County Planning Commission
5. **Name and mailing addresses of adjacent property owners** as listed by the Franklin County PVA's Office (502) 875-8780
6. **Statement of Facts** – Provide a narrative statement explaining the request and describing how the proposed change meets the requirements of KRS 100.213:

*KRS 100.213 Findings Necessary for Proposed Map Amendment*

- (1) *Before any map amendment is granted, the planning commission or legislative body or fiscal court must find that the map amendment is in agreement with the adopted comprehensive plan, or, in the absence of such a finding, that one (1) or more of the following apply and such finding shall be recorded in the minutes and records of the planning commission or the legislative body or fiscal court:*
  - a. *That the existing zoning classification given to the property is inappropriate and that the proposed zoning classification is appropriate;*
  - b. *That there have been major changes of an economic, physical or social nature within the area involved which were not anticipated in the adopted comprehensive plan and which have substantially altered the basic character of such area.*

**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.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **ZONE MAP AMENDMENT PROCESS**

1. **Preapplication Conference** – Meet with Planning Staff to discuss the zone map amendment.
2. **Application** – Complete the application and submit to Planning Staff by the filing deadline.
3. **Staff Review** – Staff will complete a review of the application, including review by the Technical Review Team and generate a staff report recommending approval or denial of the application.
4. **Public Hearing** – The application will be introduced to the Planning Commission and a public hearing will occur. Witnesses are sworn and testimony and evidence are entered into the record. After the case is presented and all testimony is taken, the case is often tabled so that the recording secretary can prepare a hearing summary.
5. **Continuance of Hearing** – The application will be taken up by the Commission at the following monthly meeting and a vote will be taken by the Planning Commission to recommend approval or denial to the appropriate legislative body (Franklin County Fiscal Court or Frankfort City Commission).
6. **First Reading by Legislative Body**
7. **Second Reading and Final Vote by Legislative Body** – State law requires that the legislative body take final action upon a proposed map amendment within ninety (90) days of the date upon which the Planning Commission takes its final action.