



City of Jeffersontown
 Department of Permitting, Planning and Enforcement
 10416 Watterson Trail
 Jeffersontown, KY 40299
 Phone: (502) 267-8333 Fax: (502) 267-0547
jeffersontownky.gov

Case No. _____
 Intake Staff: _____
 Date: _____
 Fee: _____

Variance Application

Fee

See fee schedule.

The purpose of this Variance is (i.e.: side yard encroachment, private yard):

The section of the LDC that the Variance is being requested for: _____

Statement of Cost for Project: Please provide an estimated cost for this project

Project cost: \$ _____ Projected Infrastructure Improvement Cost (if applicable): \$ _____

Name of the Project: _____

Property Address: _____ Parcel ID: _____

Contact Information

*Owner Information and signature(s): Required for all applications. Application will not be accepted without it.
 Please add additional sheets as needed.*

Any additional required reviews or approvals must be obtained by the owner or owner’s representative prior to the issuance of any building permit. It is the owner or owner’s representative responsibility to verify all Jeffersontown Land Development Code requirements are being followed.

Please attach any additional owner or contact information pages to this application. The Certification Statement must be completed if someone other than an individual owner will be representing this case at Permitting, Planning and Enforcement (i.e. signing authority for a company, Surveyor, Engineer, etc.).

Property Owner Information:

Name: _____

Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

E-Mail: _____

Property Owner Information:

Name: _____

Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

E-Mail: _____



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Primary Contact Information:

Name: _____
 Signature: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Primary Phone: _____
 Alternate Phone: _____
 E-Mail: _____

Secondary Contact Information:

Name: _____
 Signature: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Primary Phone: _____
 Alternate Phone: _____
 E-Mail: _____

Application Detail

Related Cases: *If the property, or any portion thereof, has been the subject of a previous proposal in this office, please list the docket / case number(s). Examples include but are not limited to: Waivers, CUP, RDDP.*

Docket / Case #: _____ Docket / Case #: _____

Docket / Case #: _____ Docket / Case #: _____

The Subject property contains square feet / acres _____ Number of APO's: _____

Deed Book / Page: _____

Existing Use: _____ Proposed Use: _____

Please use the Development Information Sheet (DI) to answer the following questions.

Existing Zoning District: _____ Existing Form District: _____

Fire Protection District: _____ Council District: _____

Supplemental Information

In order to justify approval of any Variance, the Board considers four criteria. Please answer all of the following items. (Use additional sheets if needed). **All questions must be answered. A response of yes, no and not applicable (N/A) is not acceptable.**

1. Reasons that the granting of the variance:
 - a. Will not adversely affect the public health, safety or welfare.



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Certification Statement: *(Please fill out applicable section(s).)*

Section 1:

Authorized Agent of a: corporation, limited liability company, partnership, association, trustee, etc.

I hereby certify that _____ is the owner
corporation / limited liability company / partnership / association / trustee / etc.

of the property located at _____

which is the subject of this application, and that I, _____
Owner / Representative / Authorized Agent

in my capacity as _____, am authorized to sign this application
 on behalf of the owners.

Owner / Authorized Representative Signature: _____

Print Name: _____

Title: _____ Date: _____

I understand that knowingly providing false information on this application may result in any action taken being here on declared null and void. I further understand that pursuant to KRS 523.010 et. seq. knowingly making a material false statement or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

Section 2: Homeowner, Authorized Agent or Representative authorization

I, in my capacity as Owner Representative Authorized Agent (anyone other than the owner fill out section 1)
Check one

of the property located at _____

which is the subject of this application, and that I, _____
Authorized Representative

am authorized to sign on behalf of the owner.

Owner: _____

Print Name: _____

Authorized Representative Signature: _____

Phone: _____ E-mail: _____

I understand that knowingly providing false information on this application may result in any action taken being here on declared null and void. I further understand that pursuant to KRS 523.010 et. seq. knowingly making a material false statement or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.



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Non-Public Hearing Variance Affidavit for the Subject Property Owner(s)

Qualifications for a Non-Public Hearing include:

1. Residential, non-corner parcels only.
2. All adjoining property owners must sign this affidavit. This includes all owners listed on the deed.
3. For each adjoining property owner that is held by a company, corporation, trust, etc. there must be a Certification Statement included with the affidavit.
4. All supporting documentation listed in the checklist must be included with the application.

Date: _____

I (We), _____

Owner(s) of the subject property under Case Number _____ states as follows: It is hereby requested that the application for variance under Case Number _____ be considered by the Board in open executive session without holding a public hearing on the proposal.

The signatures of all adjoining property owners required by the Board of Adjustment have been submitted to the Board so that the variance may be acted upon without a public hearing.

Signature of Owner

Print Name

Signature of Owner

Print Name

Non-Public Hearing Variance Affidavit for the Subject Property Owner(s)

Date: _____

We have seen a drawing of the proposed (garage, addition) _____

To be constructed at (Address): _____

As owners of the property adjacent to the above address, we give our consent and do not object to the planned construction or to the variance that will be required. PLEASE NOTE: If the property is in joint ownership, all owners must sign, or if there is a POA, deceased or extenuating circumstances please indicate on the signature line.

1. Print Name & Signature: _____
Signature of Owner

1. Print Name & Signature: _____
Signature of Owner

Address: _____

2. Print Name & Signature: _____
Signature of Owner

2. Print Name & Signature: _____
Signature of Owner

Address: _____

3. Print Name & Signature: _____
Signature of Owner

3. Print Name & Signature: _____
Signature of Owner

Address: _____

4. Print Name & Signature: _____
Signature of Owner

4. Print Name & Signature: _____
Signature of Owner

Address: _____

5. Print Name & Signature: _____
Signature of Owner

5. Print Name & Signature: _____
Signature of Owner

Address: _____

6. Print Name & Signature: _____
Signature of Owner

6. Print Name & Signature: _____
Signature of Owner

Address: _____

7. Print Name & Signature: _____
Signature of Owner

7. Print Name & Signature: _____
Signature of Owner

Address: _____

For additional signatures please attach another page.



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Checklist

Requirements for all Submittals

- 1. Completed Application. All blanks must be filled in. The Owner's information and signature are required.
- 2. Completed Supplemental Information Sheet
- 3. Development Information (DI) Sheet (This can be obtained from LOJIC)
- 4. One (1) copy of the current deed (May be obtained from Jefferson County Clerk)
- 5. Legal Description on separate 8 1/2" x 11" sheet of paper, if changed from original submittal.
- 6. One (1) copy of the 1st tier Adjoining Property Owner mailing labels, including all owners, applications and contacts. Please use the sheet style peel off sticky labels. (May be obtained from PVA)
- 7. One (1) photo copy mailing labels

Requirements for Non-Public Hearing Only (residential only and non-corner lots)

- 8. Non-hearing affidavits form
- 9. Photographs of subject area from all angles
- 10. Certification Statement is required if any of the adjoining property is owned by a corporation, limited liability company, partnership, association, trustee, etc.

Supplemental Information

- 11. Certification Statement if the property is owned by a corporation, limited liability company, partnership, association, trustee, etc. or the Homeowner has a representative.
- 12. Supporting Documents (such as adjoining property photographs, photographs of intersections, written affidavits)
- 13. Copy of Refusal letter from citing official. Required if a STOP WORK ORDER or CITATION has been received.
- 14. If the proposed structure encroaches into an easement (MSD, LG&E, or Bell South), then the applicant must submit written documentation from the utility company indicating approval for the encroachment.

Site Plan Requirement

- 15. One (1) Elevation drawing for new construction (including home additions and garage additions)
- 16. Five (5) copies of the drawing of the property with the following requirements. *See Site Plan Example*
 - a. A Plan drawn to a reasonable scale [engineer's (1"= 20') or an architect's (1/8"=1')]
 - b. Vicinity map that shows the distance from the property to the nearest intersecting street
 - c. North arrow
 - d. Street name(s) abutting the site. Property dimensions
 - e. Building limit line
 - f. Electric, telephone, drainage easements with dimensions
 - g. Existing and proposed structures with dimensions and distance from property lines
 - h. Highlight (in yellow) the location of the variances.

Site Plan Example (Example only, not drawn to true scale.)

