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**CITY OF FLEMINGSBURG**  
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**Joetta Marshall, City Clerk/Treasure**

**Council Members**  
Meredith Story  
Ricky Hurst  
Kathy Moore

## Flemingsburg/Fleming County Joint Planning Commission Submission Application

\*\*\*\*\*TO BE COMPLETED BY THE ZONING ADMINISTRATION\*\*\*\*\*

Application Number \_\_\_\_\_ Hearing Date \_\_\_\_\_

Date Received \_\_\_\_\_ Action \_\_\_\_\_

\*\*\*\*\*TO BE COMPLETED BY APPLICANT\*\*\*\*\*

(Please Print or Type Only Except for Signatures, Application Must be Complete at Time of Submission)

1. Description of request being made (indicate appropriate section or subsections of the city's zoning ordinance, where applicable).

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2. Physical address(s) and or lot(s) numbers of proposed Site Development.

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3. Zoning classification of the proposed Site Development along with the zoning classification(s) of the adjoining properties. (If not shown on the Development Plan)

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Flemingsburg/Fleming County Planning Commission Submission Application (Continued)

4. Owners name and contact information.

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5. Design Professional name and contact information.

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6. Fees associated with this Site Development Plan. (See zoning fees schedule below)

\$ \_\_\_\_\_

|                              |             |                            |
|------------------------------|-------------|----------------------------|
| Preliminary Site Development |             | \$50.00                    |
| Final Site Development       |             | \$100.00                   |
| Minor subdivision plat       | 1 Lot       | \$50.00                    |
|                              | 2 Lots      | \$125.00                   |
|                              | 3 or 4 Lots | \$175.00                   |
|                              | 5 Lots      | \$200.00                   |
| Major subdivision plat       |             | \$500.00 + \$50.00 per lot |

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

\*\*\*\*\*TO BE COMPLETED BY THE ZONING ADMINISTRATION\*\*\*\*\*

Planning Commission Fees: Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

# BOARD OF ADJUSTMENT APPLICATION

----- TO BE COMPLETED BY ZONING ADMINISTRATOR -----.-

APPLICATION NUMBER \_\_\_\_\_ HEARING DATE \_\_\_\_\_  
DATE RECEIVED \_\_\_\_\_ ACTION \_\_\_\_\_

----- TO BE COMPLETED BY APPLICANT - . \*\*\* -.- \*\*\* -~ \*\*

(Print or type only, except for signatures, application must be complete at time of submission)

1. I, THE UNDERSIGNED, REQUEST A HEARING BEFORE THE BOARD OF ADJUSTMENT, IN REGARD TO THE FOLLOWING:

Conditional Use Permit

Variance

Change from one nonconforming use to another nonconforming use

Appeal of zoning administrator's decision/interpretation

2. DESCRIPTION OF REQUEST BEING MADE (INDICATE APPROPRIATE SECTION OR SUBSECTIONS OF THE CITY'S ZONING ORDINANCE, WHERE APPLICABLE).

3. REASONS FOR REQUEST (MAY BE ATTACHED).

4. LEGAL DESCRIPTION (IF APPLICABLE, MAY BE ATIACHED).

5. IS SITE PLAN ATTACHED (IF DETERMINED NECESSARY BY THE ZONING ADMINISTRATOR) CONTAINING THE APPLICABLE REQUIREMENTS OF THE CITY'S ZONING ORDINANCE?

YES

NO

BOARD OF ADJUSTMENT APPLICATION (continued)

6. STREET LOCATION: \_\_\_\_\_ ~ \_\_\_\_\_

7. PRESENT ZONING: \_\_\_\_\_

8. HAS ANY PREVIOUS APPLICATION BEEN SUBMITTED TO THE BOARD OF ADJUSTMENT WHICH INCLUDED PART OR ALL OF THIS PARCEL OF LAND?

\_\_\_\_\_ IF YES, GIVE THE APPLICATION NUMBER(S) \_\_\_\_\_

THIS AREA PLATTED \_\_\_\_\_, OR TO BE PLATTED

(PRELIMINARY - FINAL) \_\_\_\_\_ - \_\_\_\_\_

9. NAME OF SUBDIVISION: \_\_\_\_\_

10. FEE OWNER(S) OF SAID PARCEL OF LAND:

NAME \_\_\_\_\_ ADDRESS/PHONE \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS/PHONE \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS/PHONE \_\_\_\_\_

11. NAME AND ADDRESS OF APPLICANT (If different from owner): \_\_\_\_\_

12. THE FOREGOING INFORMATION AND ATTACHMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE:

DATE: \_\_\_\_\_ - \_\_\_\_\_

Signature of Applicant

----- TO BE COMPLETED BY ZONING ADMINISTRATOR -----

BOARD OF ADJUSTMENT FEE: \_\_\_\_\_

DATE PAID: \_\_\_\_\_ ~ \_\_\_\_\_

Zoning Administrator

PLEASE DIRECT ALL PERTINENT CORRESPONDENCE TO:

## Site Development Approval Process

- Prepare Sketch of proposed development and schedule a pre-application meeting with Planning Commission staff prior to submission of Site Development Plan

- Plat of proposed development

Plat must include:

1. Size of the parcel
2. Proposed development name
3. Owners name and contact information
4. Deed book and page number of property (and/or plat cabinet)
5. All easements and right of ways that are proposed and existing
6. All utilities and their easements
7. Elevation contours and drainage channels
8. Proposed structures with dimensions and setback measurements
9. Existing structures
10. Existing street right of way and pavement widths
11. Any proposed streets, street names, right of ways and pavement widths
12. Any proposed sidewalks, fire hydrants, streetlights, mail receptacles, dumpster location, parking spaces, signs, landscaping, parks, etc.
13. Developer and Design professional contact information
14. Zoning classification for proposed development and zoning classifications of adjoining properties (if applicable)
15. Owners Certification signed by the property owner

Also submit:

16. List of all adjoining property owners according to tax bill records
  17. Any deed restrictions for the property being developed
- Submit all required information to Planning Commission at least **14 days** in advance of a scheduled Planning Commission meeting and pay the **application fee**. Must submit 3 copies of all documents.
  - The Planning Commission will review the plat at the next meeting and approval, disapproval or conditional approval will be given within 60 days of the review. Approval may be delayed if the site development is filed in conjunction with a Zoning Map Amendment.

This document is an abbreviated checklist for use by the developer. For full details on the Subdivision requirements refer to the Fleming Co Municipal Planning Commission Subdivision Regulations, Flemingsburg Site Development Standards, Flemingsburg Zoning Ordinance and KRS 100.

