

**APPLICATION FOR ZONING MAP AMENDMENT
WOODFORD COUNTY, KENTUCKY**

Application No. _____

The undersigned, owner(s) of the following legally described property hereby request the consideration of a change in zoning district classification as specified below:

1. Name of Owner _____
Mailing Address _____
Phone Number _____ Home _____ Business _____

2. Name of Applicant (If different than owner) _____
Mailing Address _____
Phone Number _____
Locational Description: Name of Property _____
Exact Location and Size _____

4. Existing Use and Existing Zoning District _____

Proposed Use and Proposed Zoning District _____

6. Section of Zoning Map being Amended _____

7. Deed Book and Page Number of Property Description - D.B.# _____
PG# _____

8. Supporting Information: The following items must be attached with the application:
 - A. A vicinity map showing property lines, streets, and existing and proposed zoning.
 - B. A list of all property owners and mailing addresses within, contiguous to, and directly across the street from the original parcel of land for which the proposed rezoning is requested and is required in KRS 100.
 - C. A statement of how the proposed rezoning relates to the Comprehensive Plan.
 - D. Reasons why the zoning should be changed.
 - E. A Conceptual Development Plan showing existing and proposed buildings and structures, buffer areas, entrances, parking and landscaping, etc.
 - F. Legal Descriptions of Area (s) being rezoned.

Date: _____ Applicant: _____

For Official Use Only - (Planning Commission)

Versailles-Midway-Woodford County, Planning Commission - Woodford County, Kentucky

Date Filed _____

Date of Notice in Newspaper _____

Date of Notice to Adjacent Property Owner(s) _____

Date of Public Hearing _____

Recommendation of Planning Commission:

Approval _____

Denial _____

Reason for Recommendation _____

Date

Planning Commission/Chairman

For Official Use Only - (Legislative Authority)

Zoning Map Section # _____

Date of Recommendation Received _____

Date of Notice in Newspaper _____

Date of Public Hearing _____

Action by Legislative Authority:

Approval _____

Denial _____

Reason for Recommendation _____

Date _____

Clerk _____

NOTE: Three copies of this form and supporting information must be filed with the Woodford County Joint Planning Commission and all fees paid before the application shall be placed on the agenda.

VERSAILLES-MIDWAY-WOODFORD COUNTY PLANNING AND ZONING COMMISSION

ZONING MAP AMENDMENT GUIDELINES

1. All applications with completed attachments shall be submitted to the Planning and Zoning Office by 4:00 p.m. ten days prior (Monday) to the regular Technical Review Committee meeting, which is the 3rd Monday of each month at 1:30 p.m. in the Community Room (Basement, Room 008) of the Woodford County Courthouse. All fees shall be paid at the time of application. (Checks to be made payable to: Woodford County Planning Commission).
2. All deficiencies noted by the Technical Review Committee shall be corrected and submitted to the Zoning Office by noon fourteen (14) days (Wednesday) prior to the regular scheduled Planning Commission meeting, which is the second Thursday of each month at 7:00 p.m. in the Community Room (Basement, Room 008) of the Woodford County Courthouse. Note: Letters listing the T.R.C. deficiencies shall be mailed to the engineer, applicant, or attorney responsible for those corrections, no later than one day after the meeting.
3. It is the policy of the Planning Commission, that any application still found to be deficient, shall not be placed on the agenda.
4. A vicinity map shall be submitted showing property lines, streets, and existing and proposed zoning.
5. Submit with the application a list of all property owners and mailing addresses within, contiguous to, and directly across the street from the original parcel of land for which the proposed rezoning is requested and is required in KRS 100.
6. Letters to adjoining property owners will be prepared by the Commission's staff informing them of the meeting with a description of the property, along with an attached legal description to be provided by the applicant (See attached examples). Letters will be mailed fourteen days prior to the public hearing. Note: If for any reason the hearing is postponed or canceled, it is the applicant's responsibility to contact the Zoning Office so that we may inform adjoining property owners of any delay.
7. Submit with the application a statement of how the proposed zoning relates to the Comprehensive Plan as set forth by KRS 100.213 as follows:
 1. Before any map amendment is granted, the planning commission or the 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; and
 - 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.
8. Submit with the application an explanation why the zoning should be changed.
9. Submit a Conceptual Development Plan and show the following as required by Article V, Section 503.3 of the Zoning Ordinance:
 1. The conservation of natural resources on the property proposed for development, including:

- 2. trees and other living vegetation, steep slopes, water courses, flood plains, soils, air quality, scenic views, and historic sites.
 - 2. The provisions for safe and efficient vehicular and pedestrian transportation both within the development and community.
 - 3. The compatibility of the overall site design (location of buildings, parking lots, screening and landscaping) and land use or uses with the existing and projected future development of the area.
 - 4. The provision of sufficient open space (scenic and recreation) to meet the needs of the proposed development.
 - 5. The provision of adequate drainage facilities on the he subject site in order to prevent drainage problems from occurring on the subject site or within the community.
 - 6. Conformance of the development plan with the Comprehensive Plan and Zoning District Regulations.
- 10. Advertising for Public Hearing will appear in the Woodford Sun (at least 7 days, but not more than 21 days prior to the scheduled public hearing date). After publication, only action by the Commission can permit postponement or withdrawal of request.
 - 11. The applicant shall post a sign (s) as required by K.R.S. 100.212, giving notice on the public hearing and proposed zoned change request. The sign (s) shall be posted fourteen (14) days prior to the date of the public hearing.

Sign Requirements:

- 1. The sign shall state "zoning change" and the proposed classification change in letters three (3) inches in height. The time, place and date of the hearing shall be in letters at least one (1) inch in height.
 - 2. The sign shall state the telephone number of the appropriate Zoning Commission and shall be constructed of durable material as required by the Commission as follows:
 - 3/8" to 1/2" plywood or masonite
 - Oil based paint
 - White background with red lettering.
- 12. The Planning Commission will hold the public hearing and once all comments have been made and documents submitted the hearing will be closed. The Commission has 90 days to act on the application.
 - 13. The applicant shall submit a Findings of Fact no later than 14 days after the close of the hearing.
 - 14. Once a recommendation has been made by the Commission it will be forwarded to the appropriate legislative body along with copies of all minutes and all documents that were submitted into the record.
 - 15. When action has been taken by the legislative body, the clerk will forward a copy of their minutes and two copies (one for the Commission file, and one for the applicant) of the zoning amendment forms. If the zone change was approved, the clerk will file a copy of the ordinance resolution with the County Clerks Office.
 - 16. Where development plans or final plats are required, there must be approval by the Planning Commission before a building permit shall be issued.