



MAP AMENDMENT APPLICATION CHECKLIST
City of Elizabethtown, Department of Planning and Development
200 West Dixie Avenue P. O. Box 550
Elizabethtown, KY 42702

PRE APPLICATION CONFERENCE

Meet with Department to discuss KRS 100, *Comprehensive Plan, Elizabethtown Zoning Ordinance and Elizabethtown Subdivision Regulations* regarding the map amendment/zoning process and the content of the required Development Plan (including landscaping, buffering, off street parking, building setbacks, building elevations and other pertinent information) or Preliminary Subdivision Plat.

SUBMISSION REQUIREMENTS

Map Amendment Application with all required attachments.

One of the following types of plans:

Development Plan Conceptual Development Plan Master Plan Preliminary Subdivision Plat

Map Amendment Filing Fee - \$350.00 (Payable to City of Elizabethtown)

Legal Description for each parcel requested to be rezoned.

PROCEDURE AND ACTIONS

File completed Map Amendment Application with Department by filing deadline.

Attend Planning Commission Public Hearing to provide any additional information not found in your application. You should specifically explain how your request is in compliance with the *Comprehensive Plan*.

The Planning Commission will make a recommendation to the Elizabethtown City Council on your request. The Council will take final action either approving or denying the request. It is not a requirement that you attend the Council meetings. However, they are public meetings and you may choose to attend.

NOTE: NO ADDITIONAL TESTIMONY WILL BE TAKEN AT THE COUNCIL MEETINGS.

You will be notified in writing of the action taken on your request.

MAP AMENDMENT NARRATIVE

To determine whether your request is in compliance with the Comprehensive Plan the following should be addressed. You should cite specific sections of the plan in your comments. Attach additional pages if needed.

STEP 1 COMPLIANCE WITH COMMUNITY WIDE DEVELOPMENT POLICIES

How is your request in compliance with the Community Wide Development Policies? If in compliance, proceed to Step 2. If not in compliance, go to Step 6.

STEP 2 RELEVANT PROPERTY LOCATION AND INFORMATION

Locate your property on the Recommended Future Land Use Map. List the recommended category for the property and permissible land uses, densities, and intensities. Next determine the appropriate Planning Sub Area for the property. If in compliance, proceed to Step 3. If not in compliance, go to Step 6.

STEP 3 COMPLIANCE WITH RECOMMENDED FUTURE LAND USE PLAN

How is your request in compliance with the Recommended Future Land Use Plan? Discuss compliance in terms of recommended uses as well as the density and/or intensity of the proposed use. If in compliance, proceed to Step 4. If not in compliance, go to Step 6.

STEP 4 COMPLIANCE WITH PLANNING SUB AREA GUIDELINES

After determining appropriate Planning Sub Area, explain how your request complies with the issues and opportunities, specific criteria and guidelines found in the plan. If in compliance proceed to Step 5. If not in compliance go to Step 6.

STEP 5 COMPLIANCE WITH GUIDELINES FOR TARGETED PLANNING AREAS

If your proposal lies within a Targeted Planning Area as shown on the Sub Area Map, address the area guidelines and how your request complies with these criteria. If in compliance STOP. If not in compliance, go to Step 6.

STEP 6 NON COMPLIANCE WITH COMPREHENSIVE PLAN

Your request is not in compliance with the Comprehensive Plan. For the request to be approved, you must address either Item A or Item B.

A. The existing zoning classification given to the property is inappropriate and the proposed zoning classification is appropriate.

B. 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 the area.

CERTIFICATIONS

APPLICANTS CERTIFICATION

"I do hereby certify that the information provided herein is both complete and accurate to the best of my knowledge, and I understand that any inaccuracies may be considered just cause of invalidation of this application and any action taken on this application. I further certify that I am the owner of the property for which the map amendment is filed or that I have the authority to file this application based on properly executed documents with the owner of the property."

Applicant's signature, Title if Corporate Agent

OWNER'S CERTIFICATION (To be completed if applicant does not own the property.)

"I do hereby certify that as owner of the property proposed for a map amendment in this application, I am aware of the development plan or preliminary plat submitted as part of the application and aware of the map amendment hearing process under the Zoning Ordinance and KRS 100."

Owner's signature

OFFICIAL USE ONLY

RECEIVED BY	FILING DATE	RECEIPT NUMBER
DATE OF PREAPPLICATION CONFERENCE		
PUBLIC HEARING NUMBER	PUBLIC HEARING DATE	
DATE SIGN POSTED	DATE NOTICES MAILED	
RECOMMENDATION	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	DATE OF RECOMMENDATION
NOTES/CONDITIONS _____		

RECOMMENDATION TRANSMITTED TO CITY COUNCIL ____/____/____		TRANSMITTAL NUMBER
COUNCIL ACTION	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled <input type="checkbox"/> Hearing Scheduled ____/____/____	
DATE OF COUNCIL ACTION ____/____/____	ORDINANCE NUMBER	
DATE OF APPLICANT NOTIFICATION ____/____/____		

Planning Commission Chairperson