



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

Development Plan Review Submittal Requirements

All Items Must Be Submitted in Person to Planning and Design Customer Service

1. Completed “Development Review Application”.
2. Six (6) copies of the Development Plan. For Category 2B reviews, prior to City Council action, MSD and Metro Public Works/KTC approval (if applicable). Plans 24”x 36” must be folded accordion style into four sections then tri-folded (9”x 9” maximum) with the lower right corner shown.

All plans must include the following minimum information shown on the development plan

Plan drawn to engineer's scale	Property lines with dimensions (new lots shall show bearings)
North arrow shown	Contour lines shown on plan (relevant for new construction only)
Vicinity map shown	Existing and/or proposed structures shown and identified
Site address	Required building setbacks with dimensions crosswalks delineated
Tax block and lot number	Internal pedestrian walkways with dimensions crosswalks delineated
Zoning of property	Existing and proposed sidewalks in right-of-way with dimensions
Zoning of adjacent properties	Location, ownership, deed book & page # of adjacent property owners
Existing use	Net and gross acreage of site
Proposed use	If residential, provide net & gross density and number of dwelling units
Street names shown	Dimensions of drive lanes and point of ingress & egress
Off-street loading areas	Off-street parking including ADA parking spaces shown
Parking calculations	Typical dimensions of parking spaces, aisles and modules
Gross building footprint area	Right-of-way width total and from centerline shown
Gross floor area of buildings	Existing & proposed pavement edge & widths of abutting streets
ILA / VUA calculations	Accessory structures shown with required screening
Existing tree masses	Adjacent entrances with pavement widths
Height of structures	Landscape buffer areas in accordance with Chapter 10 of the LDC
Freestanding signs - existing	Form District & Form District boundaries if nearby
List waivers & variances	Form District transition zone shown if required by regulation
Plan date	Existing sanitary sewer locations
Revision date box	Proposed sanitary sewer connections
Owner name and address	Drainage flow arrows
Legend	100 year floodplain (if applicable)

3. A copy of the current Record Deed. Every page of the recorded deed must be submitted. The last page should have an “End of Document” stamp. (Some deeds may be obtained at www.jeffersoncountyclerk.org. Click on Online Land Records search until you come to search options, select either option 2 or 3.)
4. A letter of explanation for the proposed development.
5. One PDF copy of the development plan.
6. One copy of renderings of all elevations (sides) of proposed structures.
7. If requested, label matrix and mailing labels of first tier adjoining property owners’ names and addresses. *Property owner information may be obtained from Property Valuation Administrator www.pvalouky.org. Click on property search, and type in either the address or the parcel ID. The matrix is a photo copy of the mailing labels).
8. FEES: Cash, check or credit card information payable to the City of Jeffersontown Address and phone number must be on check.
9. REQUIRED NOTES:
 - a. The development shall be in accordance with the approved development plan, all applicable sections of the Land Development Code (LDC) and agreed upon binding elements unless amended pursuant to the Land Development Code. Any changes/additions/alterations of the plan shall be submitted to the City of Jeffersontown for review and approval; any changes/additions/alterations not so referred shall not be valid.
 - b. All off-street parking areas shall be permanently and continually maintained in good condition and free from potholes, weeds, dirt, trash and other debris.
 - c. Mitigation measure for dust control shall be in place during construction to prevent fugitive particulate emissions from reaching existing roads and neighboring properties.
 - d. Before any permit (including but not limited to building, parking lot, change of use or alteration permit) is requested:
 - i. The development must receive full construction approval from the City of Jeffersontown (10416 Watterson Trail) and Metropolitan Sewer District (700 West Liberty)
 - ii. Encroachment permits must be obtained from the Kentucky Transportation Cabinet Or Encroachment permits must be obtained from the Louisville Metro Public Works Department (if required)
 - e. Any area proposed to be used for outdoor sales, display or storage in accordance with Section 4.4.8 shall be accurately delineated on the development plan.