



121 South Main Street, Nicholasville, KY 40356

For Office Use

Received: ___/___/___
 Fee Paid: \$ _____
 Check No: # _____
 Receipt No: # _____
 Permit No: _____

Conditional Use Permit Application

Worksite Information (Use PVA information, Property Search available on our website)		
Property Address:		Lot #
Lot Size:	Subdivision (if applicable):	Zone:
Parcel ID:		
Applicant Information		
Name:		
Phone:	Email:	Is applicant the legal property owner? Yes / No
Address:		
Contractor Information (if applicable)		
Name:		
Phone:	Email:	
Address:		
Existing Use: _____ Type of Conditional Use Requested: _____		

Supporting Information: A narrative is required and should describe the request in detail including proposed use, size of space, number of occupants, and other relevant details. Attach a site plan to show size and location of all structures and include proposed distance to all property lines and any other supporting documentation (ex: Floor Plan, Development Plan).

Fee: \$100 plus certified mail fee (\$8.69) per adjoining property owner. Paid by Check or Money Order to JCFC.

I certify that all information contained in this application is correct and true to the best of my knowledge. Owner/applicant attests that they have read and agree that all improvement is limited to the drawn or attached plans, shall meet the setbacks shown and any conditions of approval. Any deviations shall require written approval from the County.

Owner(s) or Owner's Agent Sign & Print Name

Date

<i>For Office Use</i>	
Approved: _____	Denied: _____
Conditions: _____	

REVIEWER: _____ DATE: _____



LIST OF ADJOINING PROPERTY OWNERS TO RECEIVE CERTIFIED LETTERS

The applicant must submit a list of names and mailing addresses of all persons owning property adjoining (including properties across public right-of-ways) the subject property, using the form below. Such names shall be secured from the records of the Jessamine County Tax Assessor (Jessamine County Property Value Administrator (PVA) prior to the filing of this application. The applicant should retain a copy of this listing, especially to ensure certified letters cover all persons.

Adjoining Subject Property Address (including city and Zip)	Name of Property Owner(s)	Property Owner's Address if different from Property Address



Narrative

See the Zoning Ordinance **Section 3.2** for information about conditional uses in your zone. If you are requesting a Home Occupation, please respond to the items listed below in your narrative.

Home Occupation: An occupation carried on in a dwelling unit by a member or members of the residents of the dwelling and which is clearly incidental and secondary to the use of the dwelling unit for residential purposes. A home occupation shall occupy no more than 25% of the total floor space of a dwelling.

- a. No person other than members of the family residing on the premises shall be engaged in such an operation.
- b. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
- c. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation or other than one sign, not exceeding four square feet in area, non-illuminated, and mounted flat against the wall of the principal building.
- d. No home occupation shall be conducted in any accessory building.
- e. A customary incidental home occupation is to be construed as an accessory use of a service character customarily conducted within a dwelling by the residents thereof, which is clearly secondary to the use of the dwelling for living purposes and does not change the character thereof or have any exterior evidence of such secondary use other than the prescribed name plate.
- f. No -traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard.
- g. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.



Site Plan / Floor Plan

Must show all rooms labeled and distance of structures to each property line.