



## City of Jeffersontown

### CATEGORY 2A and 2B REVIEW SUBMITTAL REQUIREMENTS

**All Items Must Be Submitted In Person To Planning and Design Customer Service**

- \_\_\_ 1. Completed “Development Review Application”
- \_\_\_ 2. Development Information (DI) sheet. May be obtained with Customer Service, or on the internet at [www.lojic.org](http://www.lojic.org).
- \_\_\_ 3. Five (5) copies of the Development Plan. For Category 2B reviews, prior to City Council action, MSD and Metro Public Works/KTC stamps required (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
Freestanding signs - proposed	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)



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- \_\_\_ 4. If new outdoor lights are proposed for the development, information on lights shall be submitted with sufficient detail to show compliance with Chapter 4, Part 1 of the Land Development Code (City of Jeffersontown may provide a time frame in which compliance with Chapter 4, Part 1 needs to be demonstrated).
- \_\_\_ 5. 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.jeffersontowncountyclerk.org](http://www.jeffersontowncountyclerk.org). Click on Online Land Records search until you come to search options, select either option 2 or 3.)
- \_\_\_ 6. A letter of explanation for the proposed development.
- \_\_\_ 7. One 11”x 17” reduced copy of the development plan.
- \_\_\_ 9. One copy of renderings of all elevations (sides) of proposed structures.
- \_\_\_ 10. 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](http://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.)
- \_\_\_ 11. Completed Metropolitan Sewer District (MSD) “Plan Submittal” application form.
- \_\_\_ 12. Completed Metropolitan Sewer District (MSD) “Preliminary Plan Checklist”.
- \_\_\_ 13. FEES: Cash or a check made payable to City of Jeffersontown. Address and phone number must be on check.

Application Fee:	\$ 250.00
Sub Total:	\$ 250.00
APO Notice @ \$1.00= (2B only)	+\$ _____
TOTAL:	\$ _____

In order to find the DI Tool on the web, go to [www.lojic.org](http://www.lojic.org) and move your mouse over Interactive maps...a side screen will appear. Click on Standard Information maps. The next screen will be a map of the Jefferson County and spaces for you to type in the address, etc. to find your subject site.

After the subject side appears on the screen, click the green “I” button on the left side column and then click the subject site. The Development Information Tool will appear on the screen. The print button is at the bottom of the page.