

**BOONE COUNTY PLANNING COMMISSION  
ZONING PERMIT APPLICATION**

**\*\*\*\*RESIDENTIAL DWELLING UNITS\*\*\*\***

**INSTRUCTIONS:**

1. Submit this completed Zoning Permit application and four (4) copies of the plot plan;
2. The Zoning Permit Application shall be submitted in conjunction with a **Building Permit** application from the Boone County Building Department. A Zoning Permit must be issued before a **Building Permit** can be granted;
3. The Zoning Administrator has 7 days to either approve or deny an application for a Zoning Permit. This Zoning Permit and attached drawing will be retained by the Boone County Planning Commission. A copy will be given to the applicant upon approval;
4. The approved Zoning Permit shall be posted conspicuously or available on the job site until completion of all construction work. If work described on the Zoning Permit has not begun within 2 years from the date of issuance, the permit shall expire. Upon request by the applicant, the permit can be extended prior to the date of expiration.

**PLOT PLAN REQUIREMENTS (see sample):**

**EXISTING CONDITIONS:**

- \_\_\_ 1. Must be to scale and include a north arrow;
- \_\_\_ 2. Lot number, subdivision name, and section number. If lot is not part of a subdivision, include a copy of a conveyance plat or deed describing the property and give addresses of residences which adjoin the subject property;
- \_\_\_ 3. Lot lines showing bearing and distances;
- \_\_\_ 4. Identify street name and center line, right-of-way line, and edges of street pavement which driveway is intersecting with;
- \_\_\_ 5. Location of any cemetery or historic building identified as a local historic landmark or part of a local historic district;
- \_\_\_ 6. Location and approximate distance of creek, stream, or river from the proposed structure, if within or adjacent to lot;
- \_\_\_ 7. Accurate existing topography (min. 2' contour interval). If the Zoning Permit is applied for within 5 years of an approved Grading/Improvement Plan, the proposed topography of the approved plan, if accurate, may be used to satisfy this requirement. However, if the existing topography is shown to be inaccurate or the Zoning Permit is being applied for more than 5 years since the approval of the Grading/Improvement Plan, the applicant is required to provide accurate existing topography (GIS data, field survey, etc.).

**LOT IMPROVEMENTS:**

- \_\_\_ 8. Location, type, and dimensions of all proposed and existing structures, including additions, decks, covered porches/patios, retaining walls, paved surfaces such as driveways, and any other accessory structures;
- \_\_\_ 9. Location of sidewalks including handicapped ramps at the street or walkways from front entry and public right-of-way around the building and in street right-of-way;
- \_\_\_ 10. Dimensions of front, rear, and side building setbacks measured from road right-of-way (not edge of pavement) and from adjoining property lines;
- \_\_\_ 11. Location, species, and installation size of 'street trees' as required by Section 3619 of the Boone County Zoning Regulations with the construction of new dwelling units in residential zones (does not include A-1 and A-2 zones).

#### UTILITIES:

- \_\_\_ 12. Location of storm sewer lines and any storm sewer inlet or outlet (head walls, culverts, catch basins, yard boxes, drainage channels, swales, water course changes) as well as location and boundary of stormwater retention/detention ponds on the lot or adjoining lot;
- \_\_\_ 13. Location of all existing and proposed utility poles and boxes;
- \_\_\_ 14. Identify width and type of existing and proposed easements on lot (e.g. sanitary sewer, storm sewer, water, electric, telephone, gas, cable, access, recreational, etc.);

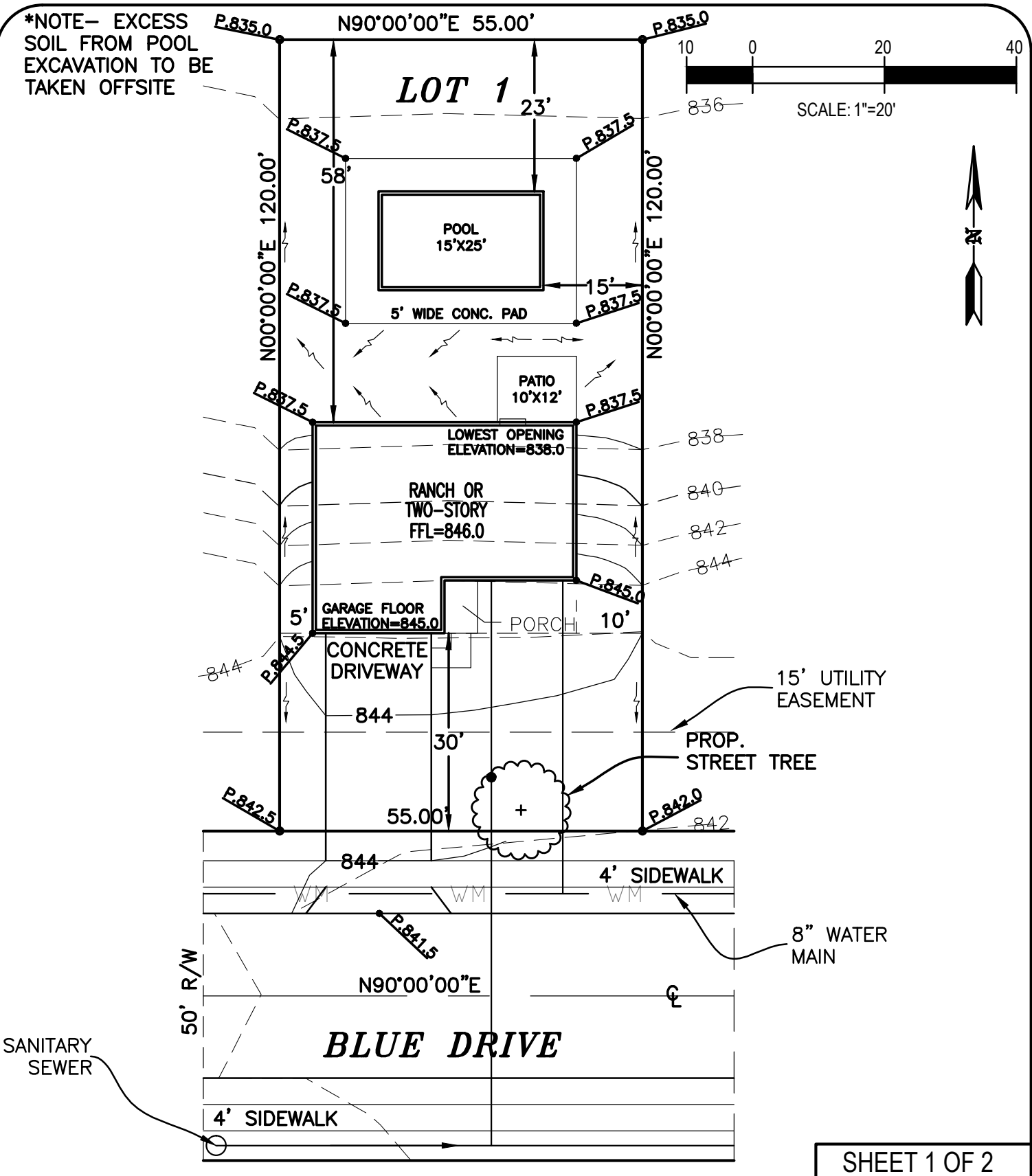
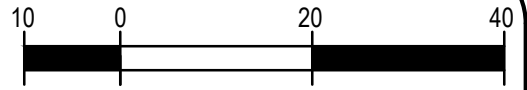
#### STORMWATER/DRAINAGE/GRADING:

- \_\_\_ 15. Location and description of erosion control provisions;
- \_\_\_ 16. Show the difference in elevation from the street curb at the center of driveway to the basement floor elevation and the first floor elevation;
- \_\_\_ 17. Sufficient proposed elevations shall be identified to show future surface drainage of the lot. Said drainage shall meet all the applicable requirements of the Boone County Subdivision Regulations and the Kentucky Residential Code. In residential subdivisions, the drawing shall include existing and proposed contours (consistent with the approved Improvement Plan) at 2' intervals. The 2' contours shall be based on the Record Drawing for subdivisions with such a drawing;
- \_\_\_ 18. Elevation of the lowest foundation opening. If a walk-out basement is proposed, the location of the walk-out opening shall be labeled and its' elevation shall be noted;
- \_\_\_ 19. Location of sump pump and its outlet/drainage route;

#### OTHER REQUIRED PERMITS:

- \_\_\_ 20. For lots without an existing or approved curb cut, a copy of an approved **Encroachment Permit** is required to be submitted with this application. If property is located in unincorporated Boone County or the City of Walton, contact Boone County Public Works Department (334-3600). If in the City of Union, call 384-1511. If in the City of Florence, call 647-5416. If located on a state road, contact the Kentucky Transportation Cabinet Permits Department (341-2700);
- \_\_\_ 21. For private sanitary sewage systems, submit a copy of the approved on-site **Septic Permit** from the Northern Kentucky Health District (341-4246).
- \_\_\_ 22. Location of 100 year flood level on the lot as shown on the approved Improvement Plan. If any portion of the lot or parcel is within a designated 100 year floodplain or is in the vicinity of a blue line stream (stream with a tributary area of one square mile or greater) without designated flood elevations as shown on the adopted Flood Insurance Maps, a **Stream Construction Permit** from the Water Resources Branch of the Kentucky EPA must be provided or approval of the Local Floodplain Coordinator must be provided;
- \_\_\_ 23. A **Kentucky Industrialized Building System (KIBS)** letter is required from the Department of Housing, Buildings & Construction; Division of Building Code Enforcement - Manufactured Housing Section (502-573-1795) for a modular dwelling unit.
- \_\_\_ 24. For above ground pools, applicant must obtain an **Electric Pool Inspection** before pool use. Contact the Electrical Inspector at (859) 746-9111.

\*NOTE— EXCESS SOIL FROM POOL EXCAVATION TO BE TAKEN OFFSITE



SHEET 1 OF 2

BOONE BUILDERS  
123 MAIN ST.  
CITY, STATE, ZIP

PLOT PLAN  
FOR  
BOONE BUILDERS

ENGINEERS & SURVEYORS  
321 MAIN ST.  
CITY, STATE, ZIP

DATE:  
3/6/15

LOT1, NAMELESS SUBDIVISION SECTION 1  
CITY, BOONE COUNTY, KENTUCKY

SCALE: 1"=20'

**BUILDING ADDRESS OR LOCATION:** \_\_\_\_\_

**NOTICE:** I certify that what is submitted is true and accurate and I or we understand and agree that all construction work will be performed in accordance with this Zoning Permit Application, the Boone County Zoning Regulations and the Boone County Subdivision Regulations.

**NAME AND ADDRESS OF APPLICANT:** \_\_\_\_\_  
*please print*

**SIGNATURE OF APPLICANT:** \_\_\_\_\_  
*as authorized by property owner*

**DATE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

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*Below this line to be completed by the Boone County Planning Commission*

Zoning:		Date:		Fee:	\$90.00	Farm Exempt
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	\$45.00	(No Fee)
Staff Reviewer:			Address:			
Subdivision:						
Lot:	Section:	Block/Phase:	Group No.:	Census:		

**TYPE OF IMPROVEMENT:**

<input type="checkbox"/>	Single Family Residence	<input type="checkbox"/>	Detached Garage
<input type="checkbox"/>	Duplex	<input type="checkbox"/>	Garage Addition
<input type="checkbox"/>	Mobile Home	<input type="checkbox"/>	Barn or Shed
<input type="checkbox"/>	Residential Addition	<input type="checkbox"/>	Above Ground Pool
<input type="checkbox"/>	Porch or Deck	<input type="checkbox"/>	In Ground Pool
<input type="checkbox"/>	Other:		

**JURISDICTION:**

<input type="checkbox"/>	Unincorporated Boone County	<input type="checkbox"/>	City of Florence
<input type="checkbox"/>	City of Walton	<input type="checkbox"/>	City of Union

**POST OFFICE (ZIP CODE):**

<input type="checkbox"/>	Burlington (41005)	<input type="checkbox"/>	Florence (41042)
<input type="checkbox"/>	Walton (41094)	<input type="checkbox"/>	Union (41091)
<input type="checkbox"/>	Hebron (41048)	<input type="checkbox"/>	Verona (41092)
<input type="checkbox"/>	Petersburg (41080)	<input type="checkbox"/>	Erlanger (41018)
<input type="checkbox"/>	Crittenden (41030)	<input type="checkbox"/>	Independence (41051)