

**BOONE COUNTY PLANNING COMMISSION
ZONING PERMIT APPLICATION**

INSTRUCTIONS

In accordance with the Boone County Zoning Regulations, an applicant shall provide the following information on a plot plan, survey plat or a conveyance plat. If a plot plan or lot survey is unavailable, the applicant shall use the lot dimensions as provided in the legal description of a deed. Please place an "X" by items "a-l", which are shown on the attached drawing. If an item is not applicable, then note that the item is not applicable or N/A. The information below shall be graphically shown on a plot plan, survey plat or conveyance plat. An example of a plot plan is attached. For lots less than ½ acre, the scale for the lot survey or drawing shall be 1"=20' unless waived by the Zoning Administrator. Please note the following:

- 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.
- 3) The Zoning Administrator has 7 days to either approve or deny an application for a Zoning Permit.
- 4) A Zoning Permit must be issued before a building permit can be granted.
- 5) The approved Zoning Permit and Plot Plan shall be posted conspicuously or available on the job site until completion of all construction work.
- 6) 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.
- 7) This Zoning Permit and attached drawing will be retained by the Boone County Planning Commission.
- 8) **ENCROACHMENT PERMITS:** If property is located in unincorporated Boone County or Walton, contact Boone County Public Works Department at 334-3600. If in the City of Union, contact the City of Union Engineer at 384-1511. If located on a State Road, contact Permits Department 341-2700. If in the City of Florence, contact Public Services Department 647-5416.
- 9) **DECKS, SHEDS, AND DETACHED GARAGES: Complete only items with an ***.
- 10) **ABOVE GROUND POOLS** - Applicant **must** obtain an electric pool inspection before pool use. Contact the Electrical Inspector at (859)-431-0777 or (859) 746-9111.

REQUIREMENTS

- ___ a)* Name and Address of Builder and Owner of Lot.
- ___ b)* Name and Address of Person/Firm Preparing Plot Plan for the Property Owner or Builder
- ___ c)* Lot Number, Subdivision Name and Section Number of Subdivision (If lot is not part of a subdivision, include a copy of a conveyance plat or deed describing the property.)
- ___ d) Identify **(date)** _____ and **(phase or section)** _____ of the approved Improvement Plan.
- ___ e)* Scale of Plot Plan
- ___ f) Date and North Arrow
- ___ g) Adjoining Street Names
- ___ h)* Drawing to Scale Showing the Following:
 - ___ * Location, type and dimensions of all proposed and existing structures, including additions and retaining walls.
 - ___ Lot lines showing bearing and distances, and identifying which lines are street right-of-way lines of adjoining streets.
 - ___ Center line, right-of-way line and edges of street pavement which driveway is intersecting with.

- _____ * Existing and proposed easements as shown on final plat or known to exist on lot. Identify width and type of easement (sanitary sewer, storm sewer, water, electric, telephone, gas, cable t.v., access, recreational, etc.)
- _____ Location of all existing and proposed utility poles and boxes.
- _____ Location and size of all utility service lines to the proposed structure (e.g. sanitary sewer, water, fire hydrants, water meter, cistern and septic tank). For private sanitary sewage systems, submit a copy of the approved on-site septic permit from the Northern Kentucky Health District.
- _____ Location and approximate distance of creek stream or river from the proposed structure, if within or adjacent to lot. 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.**
- _____ * 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) and stormwater retention/detention ponds on the lot or adjoining lot.
- _____ Drainage arrows showing proposed stormwater flow, including stormwater flowing onto lot and where water is discharged from lot (see attached example).
- _____ Show the difference in elevation from the street curb at the center of driveway to the basement floor elevation, the first floor elevation and lowest opening elevation (if applicable)
- _____ Sufficient proposed elevations shall be identified to show future surface drainage of the lot.
- _____ Location and description of erosion control provisions.
- _____ Location of driveway on lot and its connection to street (includes all parking areas and pavement type).
- _____ 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.
- _____ * Location and dimensions of any existing or proposed decks or patios.
- _____ * Dimensions of front, rear and side building setbacks [measured from road right-of-way (not edge of pavement) and adjoining property lines].
- _____ Building Type (e.g. Two-Story/One-Story, Single Family Residence, Duplex, Detached Garage).
- _____ i) Location of any cemetery or historic building as identified as a local historic landmark or part of a local historic district.
- _____ j) Encroachment Permit, if Required # _____ By _____
- _____ k) If the lot is not part of a subdivision, give addresses of residences which adjoin the subject property.
- _____ l) For pools, show elevation of pool relative to the rear lot line, the extent of grading work on the lot and planned stormwater runoff. If excess soil is to remain on the lot, show how it will be distributed on the lot and how it will affect the surface drainage on the lot.
- _____ m) Location, species, and installation size of street trees 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).

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): _____

APPLICANT'S SIGNATURE: _____
As Authorized by Property Owner

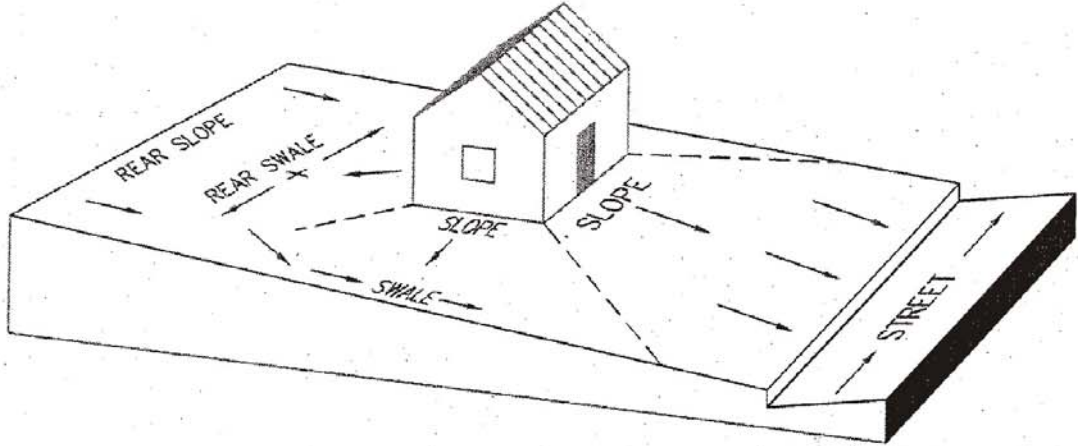
DATE _____ PHONE NUMBER: _____

**This Portion of the Application to be Completed
the Boone County Planning Commission**

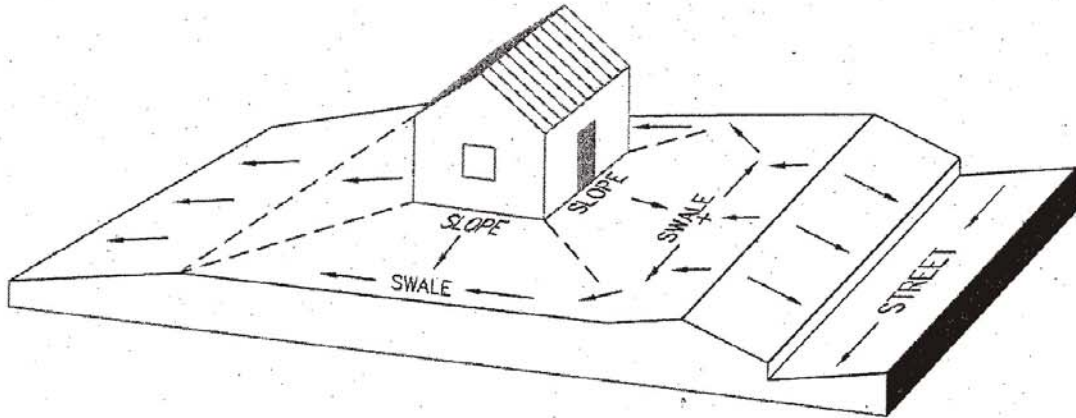
Zoning		Date		Fee		\$90.00	Farm Exempt
	Approved		Denied			\$45.00	(No Fee)
Staff Reviewer				Address			
Subdivision							
Lot #			Section #			Block/Phase #	

Type of Improvement			
	Single Family Residence		Detached Garage
	Duplex		Garage Addition
	Three Family		Porch or Deck
	Apartment (# units _____)		Barn or Shed
	Townhouse (# units _____)		Swimming Pool
	Mobile Home		Tenant Finish
	Residential Addition		Other:
Jurisdiction			
	Boone County		Florence
	Walton		Union
Post Office			
	Burlington (41005)		Florence (41042)
	Walton (41094)		Union (41091)
	Hebron (41048)		Verona (41092)
	Petersburg (41080)		Erlanger (41018)
	Crittenden (41030)		Independence (41051)
Group # _____		Census Tract # _____	

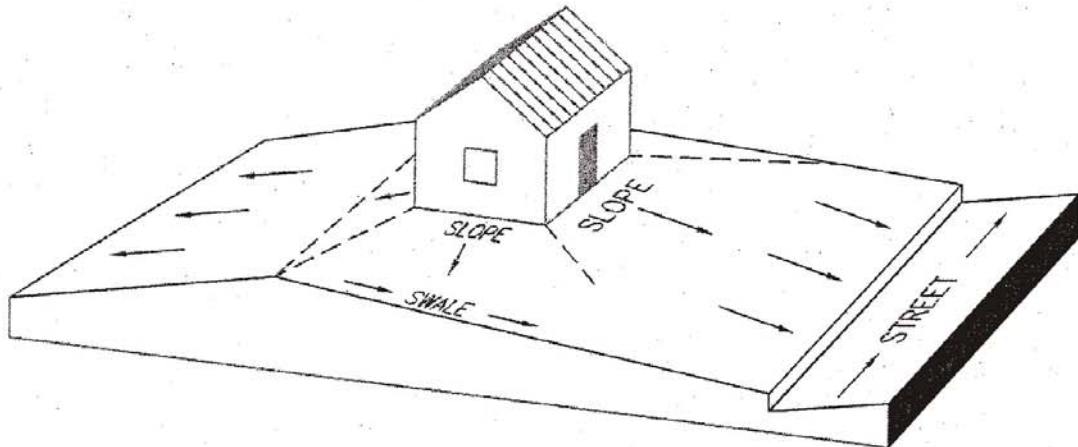
A) LOT GRADING: DRAINAGE DIRECTED TOWARD FRONT OF DWELLING



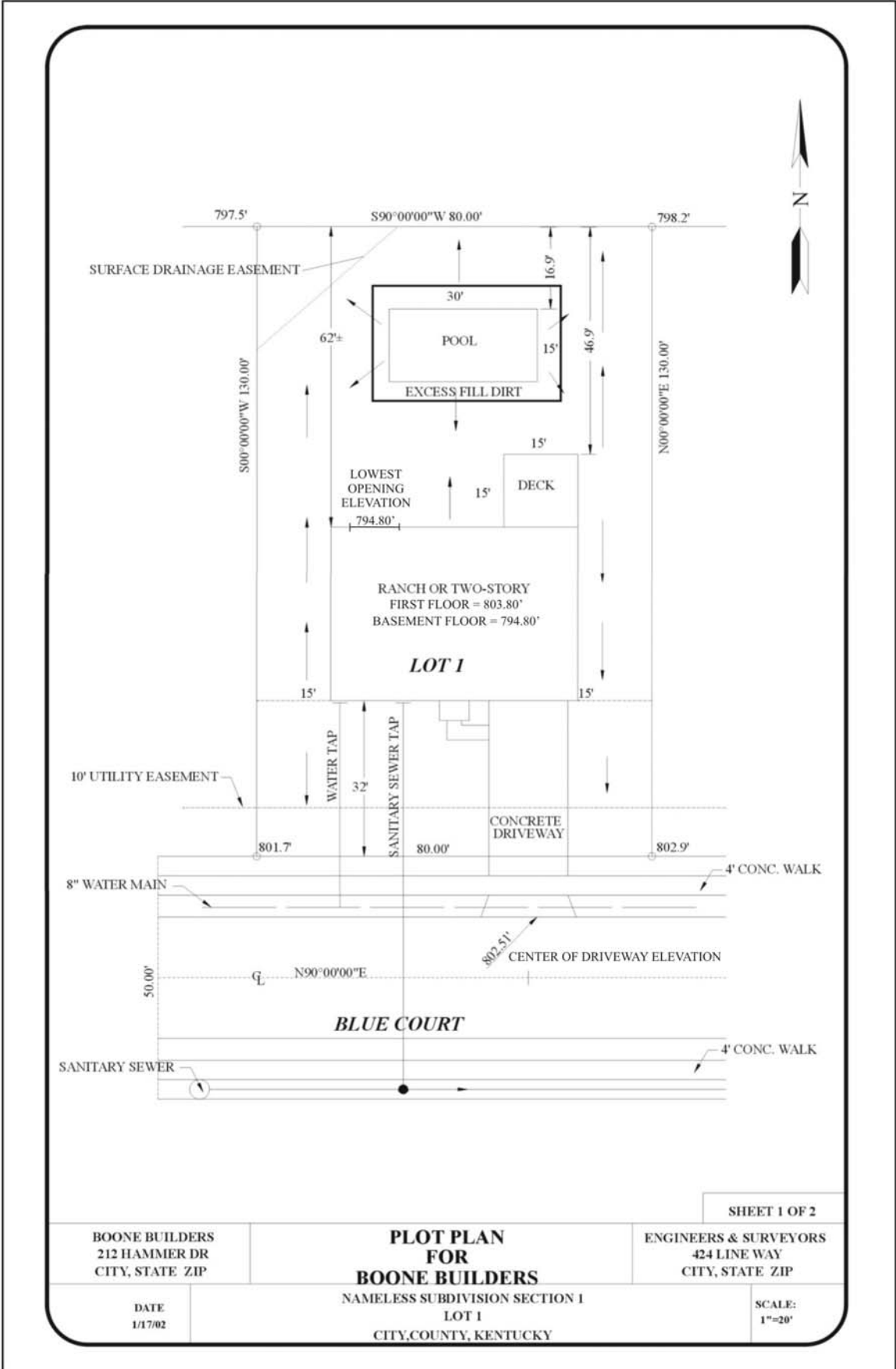
B) LOT GRADING: DRAINAGE DIRECTED TOWARD REAR OF DWELLING



C) LOT GRADING: DRAINAGE DIRECTED TOWARD FRONT & REAR OF DWELLING



THREE BASIC GRADING SCHEMES



SHEET 1 OF 2

BOONE BUILDERS
 212 HAMMER DR
 CITY, STATE ZIP

**PLOT PLAN
 FOR
 BOONE BUILDERS**

ENGINEERS & SURVEYORS
 424 LINE WAY
 CITY, STATE ZIP

DATE
 1/17/02

NAMELESS SUBDIVISION SECTION 1
 LOT 1
 CITY, COUNTY, KENTUCKY

SCALE:
 1"=20'