

APPLICATION FORM

SITE PLAN REVIEW
BOONE COUNTY PLANNING COMMISSION

SEVEN (7) COPIES OF SITE PLAN ARE REQUIRED

AN APPLICATION CONSISTS OF ALL FEES PAID IN FULL, SUBMITTED DRAWINGS AND A COMPLETED/SIGNED APPLICATION FORM.

SECTION A (To be completed by applicant)
(See Boone County Zoning Regulations)

- 1. (Type of Review): _____ Major Site Plan Review _____ Minor Site Plan Review
 Staff Design Review: _____ Central Florence Strategic Plan/Parkway Overlay District
 _____ Business District Design Standards Per Section 3199 of the
Boone County Zoning Regulations

- 2. Name of Project _____
- 3. Location of Project _____
- 4. Total Acreage of Site _____
 Total Acreage under Review _____
- 5. Lot Number and Name of Subdivision (if part of a subdivision) _____

- 6. Owner of Property _____
- 7. Address of Property Owner _____

City State Zip

Phone No. _____ FAX _____ E-Mail _____

- 8. Applicant's Name _____
- 9. Applicant's Address _____

City State Zip

Phone No. _____ FAX _____ E-Mail _____

- 10. Height of Proposed Building or Addition _____
- 11. Square Footage of Existing Building(s) _____
 Square Footage of Proposed Building(s) or Addition _____
- 12. Briefly describe the proposed improvements pertaining to this Site Plan Application:

- 13. Is the site subject to a:
 _____ Variance - Date _____
 _____ Conditional Use Permit - Date _____

- 14. Was the site subject to a zone change? _____
 If Yes, give date of approval _____

- 15. Current Zoning on Property _____

- 16. Deed Book _____ Page No. _____ Group No. _____

- 17. Have you had a pre-application meeting with BCPC Staff? _____

- 18. Prior to construction or improvements, the applicant is recommended to submit copies of the Site Plan to the appropriate organizations/agencies prior to approval by the Boone County Planning Commission.

(over)

Have you met or received preliminary approval from any of the following organizations/agencies? (check the appropriate organizations/agencies and answer either yes, no, or n/a)

- Boone County Water District
- Florence Public Services Dept.
- Owen Cooperative Electric, Inc
- Kentucky Transportation Cabinet
- Northern Kentucky Health District
- Boone County Public Works Dept.
- USDA NRCS/Boone County Conservation District
- Cincinnati/N. KY International Airport
- KY Airport Zoning Commission for height restrictions including construction cranes near the airport
- Other: _____
- Duke Energy
- Cincinnati Bell
- KY Division of Water
- Sanitation District #1
- Boone County Building Dept.
- Applicable Homeowners/Property Owners Association

19. Are any of the improvements within a public street right-of-way or involve the extension of public utilities? _____ Yes _____ No If yes, what are they?

- Driveway Apron
- Sidewalk
- Water Line
- Sanitary Sewer
- Storm Sewer

20. Site Plan Jurisdiction/Location

- Unincorporated Boone County
- Florence
- Walton
- Union

21. I, or we, understand and agree that all construction work will be performed in accordance with this application and the Boone County Zoning Regulations.

ORIGINAL Property Owner's Signature _____
(Faxed, Photocopied or Scanned Signatures will **NOT** be Accepted)

ORIGINAL Applicant's Signature _____
(Faxed, Photocopied or Scanned Signatures will **NOT** be Accepted)

SECTION B (To be completed by BCPC Staff)

1. Date Received _____ Review Fee _____
2. Number of Copies of Plan Received _____ Is application complete? ___ Yes ___ No
3. Staff Reviewer _____
4. Staff Recommendation: _____
 Approved _____ **Date** _____
 Approved With Conditions (See #5)
 Denied (See #6) _____ **Resolution #** (if applicable)
5. Conditions: _____
6. Reasons for Denial: See letter dated- _____
7. 30 Day Action Deadline: _____

Boone County Planning Commission
Boone County Administration Building
2950 Washington Street, Room 317
P.O. Box 958
Burlington, Kentucky 41005
Phone (859) 334-2196 - Fax (859) 334-2264
plancom@boonecountyky.org - E-mail
www.boonecountyky.org - Web Page

MAJOR SITE PLAN TIME LIMIT WAIVER REQUEST

***Waiver of 30 Day Time Requirement by Applicant and Property Owner
for Final Planning Commission Action***

- 1. Name of Project _____
- 2. Location of Project _____
- 3. Names of Applicant(s) _____
Phone No. _____ Fax No. _____ E-Mail _____
- 4. Address of Applicant(s) _____

City State Zip
- 5. Name of Property Owner(s) _____

We, the applicant(s) and property owner(s) for the above referenced Major Site Plan application, waive the thirty (30) day time frame for Planning Commission action required by Section 3003 of the Boone County Zoning Regulations for said application. This time limit waiver is considered effective immediately upon receipt and approval by the Boone County Planning Commission and expires on _____.

It is understood that if revised plans which address all outstanding requirements are not submitted by this date, the application may be denied in accordance with Article 30 of the Boone County Zoning Regulations.

- 6. **ORIGINAL Property Owner's Signature** _____
(Faxed, Photocopied or Scanned Signatures will **NOT** be Accepted)

ORIGINAL Applicant's Signature _____
(Faxed, Photocopied or Scanned Signatures will **NOT** be Accepted)

For Planning Commission Staff Use Only:

Received Date: _____

Original Site Plan Application Date: _____

BCPC Time Waiver Action: _____

BCPC Time Waiver Action Date: _____