

## MAP AMENDMENT APPLICATION CHECKLIST

### Pre-application conference:

- Meet with Department to discuss KRS 100, *Comprehensive Plan, Hardin County Zoning Ordinance and Hardin County Subdivision Regulations* regarding the map amendment/zoning process and the content of the required Development Plan (including landscaping, buffering, of street parking, building setbacks, building elevations and other pertinent information) or Preliminary Subdivision Plat.

### Filing Procedure

- File application for Map Amendment with all required attachments.
- File application for Development Plan.
- Attend Planning Commission public hearing to provide additional information that may not be provided in your application or on your plans. You should specifically explain the manner in which your request is in agreement with the Comprehensive Plan.

### Submission Requirements:

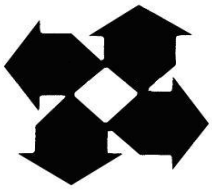
The following items are to be submitted along with this application *twenty-one (21) days prior* to a Planning Commission meeting at which the public hearing is to be scheduled:

- Map Amendment Filing Fee Payable to Hardin County Planning Commission
- Copy of the Subdivision Plat or Development Plan illustrating the proposal.
- Copy of the deed and legal description of the property proposed for rezoning.
- The Development Plan Review Fee
- The Recording Fee for the Certificate of Land Use Restriction (refundable if the proposal is not approved).
- List of adjoining property owners to be notified of the hearing. The records of the Hardin County Property Valuation office may be relied upon conclusively to determine the identity and address of the owners. Do you request that the Commission staff assist you in obtaining the addresses for public notice? No\_\_\_\_\_ Yes\_\_\_\_\_

### Recommendations

Note: All information can be obtained through our web site at [hcpdc.com](http://hcpdc.com)

All fees are to be made payable to Hardin County Planning



**Hardin County**  
 Planning and Development Commission

SUBMITTAL DATE: \_\_\_\_\_ PVA MAP NUMBER: \_\_\_\_\_

PAYMENT DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ PAYMENT TYPE: \_\_\_\_\_

**MAP AMENDMENT ZONE CHANGE APPLICATION**

Identification	Name	Address	City/State/Zip	Phone* *Texting Y / N
Owner				
Owner				
Contact				
Fax Number		Email Address:		

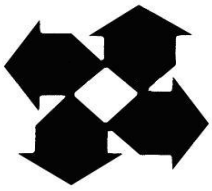
Land Use Group _____ Planning Area # _____	Existing Zoning _____ Zoning Request _____
Subdivision Name _____ Public Water available Y <input type="checkbox"/> / N <input type="checkbox"/>	Access Road _____ Government Maintained Y <input type="checkbox"/> / N <input type="checkbox"/> Right-of-way Width _____ Pavement Width _____
List the Permitted Use that will be conducted _____ Reference DGS Section Number _____	
List the Conditional Use that will be conducted _____ Reference DGS Section Number _____	
_____ Lots Illustrated _____ Acreage Under Review _____ Parent Tract / Balance of Property	

**CERTIFICATION**

I (We) do hereby certify that the information provided herein is both complete and accurate to the best of my (our) knowledge, and I (we) understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

\_\_\_\_\_  
 Owner Date

\_\_\_\_\_  
 Contact Date



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Describe the nature of the development to be conducted. List the types of activities and / or products that will be associated with the development; including but not limited to, hours of business, number of employees, parking spaces, outdoor storage, traffic patterns.

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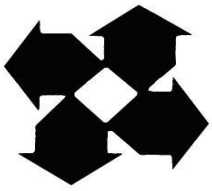
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(use back of form for additional writing space)

To determine whether your request is in compliance with the Comprehensive Plan, the following four steps must be addressed. The Planning Commission shall consider the evidence and testimony presented by the proponents and opponents of the proposed amendment and make findings of facts as required by KRS 100.213 that **one or more of the following apply:**

(USE ADDITIONAL SHEETS, IF NECESSARY)

**Step 1: Compliance with the Community-Wide Development Policies** (*Pages 3-3 and 3-4*)  
The first step in the evaluation process would be to determine the proposal's compliance with development policies applicable to all development in the community. The policies are not specific to the types of development proposed or the area in which the development or redevelopment is occurring. These policies are to be used as the initial test or threshold in



determining whether a property is ready for development. ***If your request is not in compliance, go to Step 5. Otherwise go to Step 2.***

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**Step 2: Property Characteristics** (Page 3-4)

The next step in the evaluation of a proposal is to conduct a site inventory to learn the significant characteristics of a development proposal. These characteristics will then be reviewed for compliance with relevant, applicable standards as codified in local regulations as well as for compliance with policies identified in this plan. ***If your request does not contain characteristics for development, go to Step 5. Otherwise go to Step 3.***

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**Step 3: Agreement with Recommended Future Land Use Plan Group** (Pages 3-5 through 3-14)

After conducting a site inventory, this step will involve evaluating the proposal for compliance with the recommendations of each individual land use category particularly focused on the recommended uses and the appropriate densities/intensities. If the proposal is generally in compliance with the future land use plan groups, the proposal will then be reviewed under Step 4. ***If your request does not comply with the Recommended Future Land Use Plan Group, go to Step 5. Otherwise go to Step 4.***

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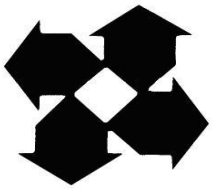
**Step 4: Compliance with the Planning Area Guidelines** (Pages 2-2 through 2-10)

This last step is one of the most detailed in the evaluation process, involves determining the proposal's compliance with the more specific criteria and guidelines as contained in the narrative for the relevant planning area in which the property is located. If the proposal is in compliance with those guidelines, then a finding can be made that the proposal is found to be in compliance with the land use element of the Comprehensive Plan. ***If your request does not comply with the Planning Area Guidelines, go to Step 5.***

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**Step 5: Your request is not in compliance with the Comprehensive Plan. To gain approval you must address either Item A or Item B below:**

- A.** The existing zoning classification assigned to the property is inappropriate and the proposed zoning classification is appropriate; or:

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- B.** There have been major changes of an economic, physical, or social nature within the area involved which were not anticipated in the adopted Comprehensive Development Guide and which have substantially altered the basic character of such area:

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<b>FEES for ZONE CHANGE / MAP AMENDMENT PUBLIC HEARINGS</b>	
Agriculture (A)	\$400.00
Residential (R-1, R-2, R-3)	\$400.00
Residential & Plan Unit Development (R-4, R-5, PD-1)	\$450.00
Commercial & Business (C-0, C-1, C-2, B-1, B-2)	\$500.00
Industrial (I-1, I-2, IH)	\$600.00
Newspaper Notice	\$ 75.00
Administrative Appeal	\$200.00
Development Plan	
• 5.0 acres or less	\$150.00
• > 5.0 acres	\$150.00 + \$10.00/acre
Amended Development Plan	\$75.00
Update Title Block	N/C
Certificate of Land Use Restrictions	\$25.00
Fiscal Court Appeal Hearing	\$400.00
(All fee are non refundable)	