



# COMMERCIAL SEASONAL DISPLAY APPLICATION

FEE \$300.00

PROJECT INFORMATION			
NAME			
PROJECT LOCATION/ADDRESS			
PVA PARCEL IDENTIFICATION NUMBER		PROPERTY ZONING	
PROPERTY SIZE (ACRES/SQUARE FOOTAGE)		DATES OF DISPLAY	
OWNER INFORMATION			
PROPERTY OWNER(S)			
ADDRESS, CITY, STATE, ZIP			
DAYTIME TELEPHONE ( )	FAX NUMBER ( )	E-MAIL	
APPLICANT INFORMATION			
NAME OF APPLICANT			
ADDRESS, CITY, STATE, ZIP			
DAYTIME TELEPHONE ( )	FAX NUMBER ( )	E-MAIL	
DESIGNATED CONTACT PERSON		DAYTIME TELEPHONE ( )	
CERTIFICATION & SIGNATURE			
<p>I (We) affirm that the submitted Commercial Seasonal Display Application was prepared at my (our) direction, and I (we) hereby consent to the proposed layout. I (We) hereby agree to comply with all applicable Zoning and Subdivision Regulations, pay all applicable fees, and provide any and all requested information and copies. 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.</p>			
Signature of Applicant _____		Date _____	
Signature of Owner _____		Date _____	
FOR OFFICE USE ONLY			
DATE RECEIVED	FEE AMOUNT	RECEIVED BY	CHECK #
DATE APPROVED		APPROVED/DISAPPROVED	

**COMMERCIAL SEASONAL DISPLAY**  
**APPLICATION CHECKLIST**

**A. Completed application.**

**B. Applicable fees (see Planning Commission Fee Schedule).**

**C. Seasonal Display Area.**

1. A detailed site plan drawn to scale by the applicant, surveyor, engineer, or architect and shall include, at a minimum, the following information:
  - Name and Address of Owner
  - Name and Address of Business
  - Address of property
  - Subdivision name, lot number, and lot area (square feet & acres).
  - Lengths and bearings of property lines.
  - Easement lines on the subject property.
  - Outline of the proposed display area (Temporary Structures shown).
  - Parking area shown with all existing parking spaces.
  - Parking spaces being proposed to be used for the display area.
  - Setbacks from property lines indicated by labeled setback lines or dimensioned arrows (drawn square to the lot lines) from the lot lines.
  - Written Scale
2. Fire Code Certificate for all Temporary Structures.
3. Copy of the Lease/Contract.
4. Application fee – Cost is \$300.

**D. Contact Information.**

**Building Inspectors**

Shelby County Building Inspection Department  
419 Washington Street  
Shelbyville, KY 40065  
Phone (502) 633-0692

Simpsonville Building Inspection Department  
108 Old Veechdale Road  
Shelbyville, KY 40067  
Phone (502) 722-8110

Shelbyville Building Inspection Department  
315 Washington Street  
Shelbyville, KY 40065  
Phone (502) 633-8000