



ZONING PERMIT APPLICATION

SEE COMMISSION FEE SCHEDULE

Date: _____

OWNER INFORMATION			
OWNER'S NAME			
OWNER'S ADDRESS			
CITY, STATE, ZIP			
PHONE NUMBER		EMAIL	
CONTRACTOR INFORMATION			
CONTRACTOR'S NAME			
ADDRESS, CITY, STATE, ZIP			
PHONE NUMBER	FAX NUMBER	EMAIL	
MAILING ADDRESS, CITY, STATE, ZIP			
ZONING PERMIT INFORMATION			
ADDRESS OF THE PROPERTY			
SUBDIVISION NAME		LOT NUMBER	
TYPE OF STRUCTURE	PROJECT COST	# OF DWELLINGS	
1ST FLOOR (sq. ft.)	2ND FLOOR (sq. ft.)	3RD FLOOR (sq. ft.)	
BASEMENT FINISHED (sq. ft.)	BASEMENT UNFINISHED (sq. ft.)	GARAGE (sq. ft.)	
PORCH, COVERED (sq. ft.)	DECK/PATIO, COVERED (sq. ft.)	DECK, UNCOVERED (sq. ft.)	
TOTAL SQUARE FEET	STRUCTURE HEIGHT	STORIES	
JURISDICTION (CIRCLE ONE) SHELBYVILLE SIMPSONVILLE SHELBY COUNTY		LOT WIDTH:	LOT AREA:
SETBACK DIMENSIONS FROM STRUCTURE TO PROPERTY LINES			
FRONT	SECONDARY FRONT	SIDE	REAR

ZONING PERMIT
APPLICATION CHECKLIST

A. Completed application.

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

C. Residential Dwellings.

1. A site plan drawn to scale by a surveyor, engineer, or architect and shall include, at a minimum, the following information:
 - A title block in the lower right hand corner containing:
 - ✓ "Site Plan"
 - ✓ Project Name
 - ✓ Address of property
 - ✓ Property Evaluation Parcel Number
 - ✓ Name and Address of Owner
 - ✓ Date prepared
 - ✓ Written Scale.
 - Name and address of Surveyor, Engineer, or Architect.
 - Subdivision name, lot number, and lot area (square feet & acres).
 - Vicinity Map.
 - North Arrow and Graphic Scale (not smaller than 1"=100').
 - Width and location of adjoining street right-of-way.
 - Lengths and bearings of property lines, including identification of monuments.
 - Area of subject property (square feet and acres).
 - Zoning of the subject property.
 - Easement lines on the subject property.
 - Outline of the proposed dwelling with decks, porches and covered patios.
 - Setbacks from all property lines indicated by labeled setback lines or dimensioned arrows (drawn square to the lot lines) from the lot lines to the nearest point of the building.
 - Floodplain boundaries and disclaimer statement. Disclaimer statement must include the panel number of the Flood Insurance Rate Map (FIRM).
 - Driveway entrance location with dimensions. Driveways in subdivisions shall be a minimum of 18' wide by 18' deep.
 - Sidewalks, existing and proposed (if applicable).
2. Driveway permit or a document from the appropriate agency for proposed or existing driveways.
3. Septic application & permit form with site evaluation form (if applicable).
4. Sewer permit (If applicable).
5. I-SWQMP (Individual Stormwater Quality Management Permit) Shelby County (If applicable).
6. Zoning permit fee – Based on total square footage under roof (i.e. 1st Floor, 2nd Floor, Finished/Unfinished Basement, Garage, Covered Porch, Covered Patio).
7. Address application for new address along with \$20 fee per address.
8. 1 set of House Plans.

D. Multi-family Dwellings, Commercial and Industrial Buildings.

1. Approved development plan/planned unit development plan.
2. Driveway permit or a document from the appropriate agency for proposed or existing driveways.
3. Septic application & permit form with site evaluation form (if applicable).
4. Sewer permit (If applicable).
5. Department of Housing, Buildings and Construction approval letter (if applicable).
6. Building Exterior Quality Design Corridor Certificate of Approval Application (if applicable).
7. SWQMP (Stormwater Quality Management Permit) Shelby County (If applicable).
8. Zoning permit fee – Based on estimated cost of construction of the proposed building.
9. Address application for new address along with \$20 fee per address.
10. Bond, cash or performance (if applicable).

E. All Other Structures.

1. A site plan drawn to scale by the applicant and shall include, at a minimum, the following information:
 - Name and Address of Owner
 - 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 accessory structure or addition to the main structure.
 - Setbacks from property lines indicated by labeled setback lines or dimensioned arrows (drawn square to the lot lines) from the lot lines to the nearest point of the accessory structure or addition to the main structure.
 - Written Scale
2. Driveway permit for subject properties with no existing driveway approval from appropriate agency.
3. Septic application & permit form with site evaluation form for bedroom additions to dwellings.
4. 1 set of Floor Plans.
5. Zoning permit fee – Based on estimated cost of construction of the proposed building.

F. Contact Information.

Sewer/Septic/Stormwater Permit

Shelbyville Municipal Water & Sewer Commission
1059 Washington Street
Shelbyville, KY 40065
Phone (502) 633-2840

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

Septic System Permit

Shelby County Health Department
Environmental Office
615 11th Street
Shelbyville, KY 40065
Phone (502) 633-9377

Shelby County Stormwater Department

Shelby County Fiscal Court
Willie Lucas, Project Manager
501 Main Street
Shelbyville, KY 40065
Phone (502) 633-1220 ext. 229

Driveway Permit

Shelby County Road Department
406 Kentucky Street
Shelbyville, KY 40065
Phone (502) 633-3279

City of Shelbyville Public Works
787 Kentucky Street
Shelbyville, KY 40065
Phone (502) 633-1094

City of Simpsonville
108 Old Veechdale Road
Simpsonville, KY 40065
Phone (502) 722-8110

Kentucky Department of Highways
555 Old Seven Mile Pike
Shelbyville, KY 40065
Phone (502) 633-1744

Building Permit

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