



OFFICE OF PLANNING

ACCESSORY DWELLING UNIT APPLICATION

Staff Use Only in This Box

Case No.: _____

Intake Staff: _____

Date: _____

Fee: \$50 _____

Once complete, please bring the application and supporting documentation to: Office of Planning, 444 S. Fifth Street #300. For more information, call (502) 574-6230 or visit <https://louisvilleky.gov/government/office-planning>.

PROJECT INFORMATION

New Construction ☐

Existing Construction ☐

Project Name: _____

Project Description: _____

Primary Project Address / Parcel ID: _____

Additional Address(es) / Parcel ID(s): _____

Deed Book(s) / Page Number(s): _____

Current Zoning District: _____ Current Form District: _____

Acreage of Subject Property: _____

Much of the property information above can be found on the Land Development Report via the LOJIC Online Map Tool:

<https://www.lovic.org/lovic-online>. After searching the address in LOJIC, click the Parcel Report button  or

Land Development Report button  to view the respective report.

CHECKLIST

Please submit the completed application along with the following documents. Applications **WILL NOT** be accepted without the following items:

_____ **Letter of Explanation:** Write a detailed letter of explanation outlining your plans/proposal.

_____ **Site Plan:** Create a Site Plan for the property drawn to scale (ask customer service for a SITE PLAN GUIDE to use as reference).

PROJECT DETAILS

NOTE: Project must be accompanied by a fully dimensioned site plan

Answer **ALL** the questions below:

Principal Structure Square Footage: _____ Accessory Dwelling Unit Square Footage _____

Principal Structure Height (ft): _____ Accessory Dwelling Unit Height (ft): _____

Will the ADU structure be attached or detached? _____

If attached, how will the ADU be accessed? _____

If detached, where is the exterior pedestrian entrance to the ADU? _____

Will either dwelling (primary or accessory) be owner-occupied? _____

Will the ADU be used as a short-term-rental? _____

Does the site have any **environmental constraints** such as a floodplain, protected waterway, wetland, karst features, or steep slopes 20% or greater? Or is the site located in the Kenwood Hill area? _____

How many off-street parking spaces are proposed to serve the ADU? _____
(Not including minimum spaces needed for principal dwelling unit)

Has the property been the subject of a previous development proposal? _____
(This information can be found in the Land Development Report (Related Cases))

If yes, please list the Case Number(s): _____

CONTACT INFORMATION

(Print and use a second copy of this page if additional contacts are needed)

Owner Information:

Name: _____

Company: _____

Address: _____

City: _____

State: _____ ZIP: _____

Primary Phone: _____

Email: _____

Applicant/Contact:

Name: _____

Company: _____

Address: _____

City: _____

State: _____ ZIP: _____

Primary Phone: _____

Email: _____

Owner Signature (REQUIRED): _____

CERTIFICATION STATEMENT

A certification statement must be submitted with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, _____, in my capacity of _____, hereby certify that _____ is (are) the owner(s) of the property which is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

I further understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void.

I further understand that pursuant to KRS 523.010, et seq, knowingly making a materially false statement, or otherwise, providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

Signature: _____ Date: _____

ACKNOWLEDGEMENT

Land Development Code Section 4.3.25.K: To avoid any confusion, since there is no language to the contrary, this section does not override any deed restrictions or homeowners' association declarations restricting accessory dwelling units (ADU). The applicant must seek a building permit before construction of the ADU. Please contact Construction Review at 502-574-3321.

I have read and understand that if my property is subject to deed restrictions or homeowners' association declarations restricting ADUs, those restrictions may prevent me from constructing the ADU.

Owner Signature (**REQUIRED**): _____



OFFICE OF
PLANNING

Louisville Metro Office of Planning

444 S. Fifth Street #300

Louisville, Kentucky 40202

(502) 574-6230

<https://louisvilleky.gov/government/office-planning>