

# LEGAL ADVERTISEMENTS

Effective: January 1, 2007

Since the implementation of the new Land Development Code, the office of Planning and Design Services has undertaken a study of the true costs of doing business as required under state law (KRS 100). One significant aspect of these costs relates to legal notice requirements. In order to provide more certainty of process, effective January 1, 2007, applicants requesting a change in zoning, Board of Zoning Adjustment appeal, street name change, and street closure must provide the required legal advertisement for their proposals and/or appeals. General information, Courier-Journal contact information, and process for the legal ads are provided below. Advertisement templates are provided on the reverse.

## General Information

- Advertisement of public hearing is required for the following:
  - a) Zoning map amendments
  - b) Board of Zoning Adjustment appeals
  - c) Street name changes and street closures, unless waived by the Planning Commission.
  - d) A continued hearing in a case required to have published notice, unless the hearing is continued to a specific date announced at the hearing on the case.
- Ads must be published no less than 7 days and no more than 21 days prior to the hearing. (Exception – street name change must be published a minimum of 14 calendar days prior to the hearing per LDC 6.3.2.D.3.)
- The advertisement must specify the location of the property affected by the request as follows:
  - a) Using the street address of the property in question
  - b) If no street address is available, or if not practicable due to the number of addresses involved (please discuss this with your case manager), a geographic description sufficient to locate and identify the property, and the names of 2 streets on either side of the property which intersect the street on which the property is located.
  - c) When the property in question is located at the intersection of 2 streets, the notice must designate the intersection by name of both streets.
- If a property documented petition is received to either reschedule the hearing to an evening hour, or to reschedule to an evening hour in the appropriate district, the hearing must be re-advertised by the applicant at least 7 days prior to the public hearing.

## Courier-Journal Contact & Ad Information

- **Contact:** phone: 582-4731; fax: 1-877-943-0443; email: [legals@courier-journal.com](mailto:legals@courier-journal.com)
- **Costs:** \$12.33 per line or \$14.87 per line on Sunday (average 3-4 words per line) plus cost of affidavit (\$40.00),
- **Type size:** 5.7
- **Deadline for ad submission:** Cut-off is 2:00 p.m. the day before the ad is slated to run (you must submit the ad in advance of this day if you wish to review the proof) Legal ads are only published on Wednesday, Friday, Saturday and Sunday
- **Submit by** email (preferable) or fax to the C-J; Do not submit by both methods as your ad may be published twice
- **Contact the C-J Billing Department** at 582-4523 for information regarding setting up an account with the C-J

## Process

1. Your Planning and Design Services Case Manager will notify you if a legal ad is required at the time of application submittal. Please contact your Case Manager with any questions about the process of submittal requirements.
2. You are responsible for submitting the ad to the Courier-Journal in proper format according to the template on the reverse of this sheet and in accordance with the appropriate time frames as listed above.
3. You are required to provide your Case Manager with a copy of the Courier-Journal affidavit as proof of publication.
4. Legal ads not published within the appropriate time frames will result in the case being rescheduled for another public hearing. You will also be required to re-publish notice of the rescheduled hearing date.
5. Any questions should be directed to your Case Manager.

## TEMPLATE

Please send copy of proof to:

NAME

MAILING ADDRESS

CITY, STATE ZIP

EMAIL ADDRESS

PHONE #

PRINT IN 5.7 POINT FONT NO LEAD TYPE AND IN THE METRO EDITION CIRCULATION ONLY.

TO APPEAR IN THE COURIER-JOURNAL ON: (DATE)

PUBLIC HEARING the Louisville Metro Planning Commission will hold a public hearing on \_\_\_\_, at 1:00 pm at the Old Jail Building, 514 W. Liberty Street, Louisville, Kentucky for case no. \_\_\_\_, a change in zoning from \_\_\_\_ to \_\_\_\_ on property located at \_\_\_\_\_. Said case may be inspected in the office of Metro Planning and Design, 444 S 5<sup>th</sup> St., Suite 300, Louisville, Kentucky. If special accommodations will be required or additional information is needed please contact Planning and Design at 574-6230 or [www.louisvilleky.gov/planningdesign](http://www.louisvilleky.gov/planningdesign).