



Parking Waiver Application

Louisville Metro Planning & Design Services

Case No.: _____ Intake Staff: _____

Date: _____ Fee: _____

OFFICE USE ONLY ABOVE THIS LINE

Applications are due on Mondays at 2:00 p.m. in order to be processed that week. Once complete, please bring the application and supporting documentation to: Planning and Design Services, located at 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <http://www.louisvilleky.gov/government/Planning-Design>.

Project Information:

Type of parking waiver(s) proposed (please check all that apply):

- Parking Waiver to reduce minimum parking requirement from _____ spaces to _____
- Parking Waiver to increase maximum parking allowed from _____ spaces to _____
- Parking Waiver to use on-street parking spaces that are not directly adjacent or abutting the site
- Parking Waiver to use parking spaces located in a public parking lot

Primary Project Address: _____

Additional Address(es): _____

Primary Parcel ID¹: _____

Additional Parcel ID(s)¹: _____

Proposed Use: _____ Existing Use: _____

Deed Book(s) / Page Numbers²: _____

The subject property contains _____ acres¹. Number of Adjoining Property Owners¹: _____

Has the property been the subject of a previous development proposal (e.g., rezoning, variance, appeal, conditional use permit, minor plat, etc.)? *This information can be found in the Land Development Report (Related Cases)*¹ Yes No

If yes, please list the docket/case numbers:

Docket/Case #: _____ Docket/Case #: _____

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Parking Waiver Justification:

In order to justify approval of any parking waiver, the Planning Commission considers the following criteria. Please answer **all** of the following items. Use additional sheets if needed. **A response of yes, no, or N/A is not acceptable.**

For all Parking Waivers:

1. **The Parking Waiver is in compliance with the Comprehensive Plan.**

2. **The applicant made a good faith effort to provide as many parking spaces as possible on the site, on other property under the same ownership, or through joint use provisions.**

For Waivers to reduce the minimum number of required parking spaces; OR use on-street parking spaces that are not directly adjacent to or abutting the development site; OR use parking spaces located in a public parking lot:

1. **The requested waiver is the smallest possible reduction of parking spaces that would accommodate the proposed use.**

2. **Adjacent or nearby properties will not be adversely affected.**

3. **The requirements found in Table 9.1.2 do not accurately depict the parking needs of the proposed use and the requested reduction will accommodate the parking demand to be generated by the proposed use.**

4. **There is a surplus of on-street or public spaces in the area that can accommodate the generated parking demand.**

Waivers to provide more parking spaces than the maximum allowed:

1. **The requirements found in Table 9.1.2 do not allow the provision of the number of parking spaces needed to accommodate the parking needs.**

2. **The requested increase is the minimum needed to do so.**

Contact Information:

Owner: *Check if primary contact*

Applicant: *Check if primary contact*

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Primary Phone: _____

Alternate Phone: _____

Alternate Phone: _____

Email: _____

Email: _____

Owner Signature (required): _____

Attorney: *Check if primary contact*

Plan prepared by: *Check if primary contact*

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Primary Phone: _____

Alternate Phone: _____

Alternate Phone: _____

Email: _____

Email: _____

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 as _____, hereby
representative/authorized agent/other

certify that _____ is (are) the owner(s) of the property which
name of LLC / corporation / partnership / association / etc.

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: _____ Date: _____

I 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 material 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.

Checklist:

Please submit the completed application along with the following items:

Property information

- A copy of the current recorded deed(s)² for all properties included in the submittal (*must show "End of Document" stamp on last page*)

Site plan and supporting documentation

- One copy of the site plan, including the following elements.
 - Plan drawn to a reasonable scale [engineer's scale (1" = 20') or architect's scale (1/8" = 1')]
 - Vicinity map that shows the distance from the property to the nearest intersecting street
 - North arrow
 - Street name(s) abutting the site
 - Existing and proposed structures and parking spaces
- A Parking Study per Chapter 9.1.17 of the Land Development Code

Mailing labels to notify Adjoining Property Owners (APOs)³

- Notice of filing of this application is required to be mailed within 17 days of the filing deadline day. A copy of the notice should be provided to Planning & Design Services as soon as possible to be emailed to the Council District notification list. A notice template can be found on the Planning & Design website.
- One set of mailing label sheets for: 1st and 2nd tier APOs; 2nd through 6th class city, if applicable; those listed on the application; and any property owner within 100 feet of any on-street parking spaces or public parking lot proposed to be used to meet the requirements
- One copy of the APO mailing label sheets

Fee (cash, charge or check made payable to Planning & Design Services)

- Application Fee according to fee schedule below:

<i>Number of parking spaces requested for waiver:</i>	<i>Fee:</i>
Reduction of fewer than 5 spaces or less than 10%	\$250
Reduction of more than 10% but less than 30% or to exceed the maximum	\$400
Reduction of 30%-50%	\$500
Reduction of greater than 50%	\$700

- Clerk's Fee: \$60
(*If two or more applications are submitted simultaneously for the same site, only one clerk's fee is required*)

Resources:

1. General property information can be found on the Land Development Report via the LOJIC Online Map tool. The LOJIC Online Map can also be used to identify the number of adjoining property owners: <https://www.lojic.org/lojic-online>
2. Deeds and plats can be found at the Jefferson County Clerk's Office, located at the 2nd floor of Metro Hall (527 West Jefferson Street, telephone: 502-574-6220). Many deeds, plats and other records are available online at: <https://search.jeffersondeeds.com>
3. Adjoining property ownership information can be found at the Property Valuation Administrator (PVA) office at 531 Court Place, Suite 504 or via their website: <https://jeffersonpva.ky.gov/property-search>