



121 South Main Street, Nicholasville, KY 40356

For Office Use

Received: ____/____/____

Fee Paid: \$ _____

Check No: # _____

Receipt No: # _____

Permit No: _____

Conditional Use Permit Application

Worksite Information (Use PVA information, Property Search available on our website)		
Property Address:		Lot #
Lot Size:	Subdivision (if applicable):	Zone:
Parcel ID:		
Existing Use:		Type of Conditional Use Requested:
Applicant Information		
Name:		
Phone:	Email:	Is applicant the legal property owner?*
		Yes No
Address:		
*The Legal Owner of the Property must attend the Board of Adjustment Meeting the case is scheduled for in order for the case to be heard.		
Contractor Information (if applicable)		
Name:		
Phone:	Email:	
Address:		

Supporting Information: A narrative is required and should describe the request in detail including proposed use, size of space, number of occupants, and other relevant details. Attach a site plan to show size and location of all structures and include proposed distance to all property lines and any other supporting documentation (ex: Floor Plan, Development Plan).

Fee: \$100 plus certified mail fee (\$9.68) per adjoining property owner. Paid by Check or Money Order to JCFC.

Certified Mail Rate is set by the United States Postal Service and subject to change

I certify that all information contained in this application is correct and true to the best of my knowledge. The owner/applicant attests that they have read and agree that all improvement is limited to the drawn or attached plans, shall meet the setbacks shown and any conditions of approval. Any deviations shall require written approval from the County.

Owner(s) or Owner's Agent Sign & Print Name

Date

For Office Use	
Approved:	Denied:
Conditions: _____	

REVIEWER: _____ DATE: _____



LIST OF ADJOINING PROPERTY OWNERS TO RECEIVE CERTIFIED LETTERS

The applicant must submit a list of names and mailing addresses of all persons owning property adjoining (including properties across public rights-of-way) the subject property, using the form below. Such names shall be secured from the records of the Jessamine County Tax Assessor (Jessamine County Property Value Administrator (PVA) prior to the filing of this application. The applicant should retain a copy of this listing, especially to ensure certified letters cover all persons. The current cost of Certified Mail is \$8.69.

Adjoining Subject Property Address (including city and Zip)	Name of Property Owner(s)	Property Owner's Address if different from Property Address



Site Plan / Floor Plan

Must show all rooms labeled and distance of structures to each property line.