Jessamine County City of Wilmore
Planning & Zoning

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: As set by Ordinance plus certified mail fee as set by the United States Postal Service per adjoining property owner. As of July 13, 2025 the current rate of Certified Mail is $10.44 per letter. Paid by Check or Money Order to JCFC. Card payments are assessed a 3.5% service charge by the card processor.

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: _____

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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 cost of Certified Mail is set by the United States Postal Service.

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

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Narrative

See the Zoning Ordinance **Section 3.2** for information about conditional uses in your zone. If you are requesting a Home Occupation, please respond to the items listed below in your narrative.

Home Occupation: An occupation carried on in a dwelling unit by a member or members of the residents of the dwelling and which is clearly incidental and secondary to the use of the dwelling unit for residential purposes. A home occupation shall occupy no more than 25% of the total floor space of a dwelling.

a. No person other than members of the family residing on the premises shall be engaged in such an operation.
b. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than 25% of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
c. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation or other than one sign, not exceeding four square feet in area, non-illuminated, and mounted flat against the wall of the principal building.
d. No home occupation shall be conducted in any accessory building.
e. A customary incidental home occupation is to be construed as an accessory use of a service character customarily conducted within a dwelling by the residents thereof, which is clearly secondary to the use of the dwelling for living purposes and does not change the character thereof or have any exterior evidence of such secondary use other than the prescribed name plate.
f. No -traffic shall be generated by such home occupation in greater volumes than would normally be expected in. a residential neighborhood, any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard.
g. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.

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Site Plan / Floor Plan

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