

SUBMITTAL INFORMATION

ZONING MAP AMENDMENT REQUESTS

ALL OF THE FOLLOWING MUST BE SUPPLIED:

1. Completed application including applicant's signature and property owner's signature.
2. Legal description of the property including Deed Book, Page Number, and Group Number.
3. Names and mailing addresses of all adjoining property owners, including those located across any road, street, or highway.
4. A site plan for the development/use of the property in accordance with Article 30 of the Zoning Regulations.
5. Fee paid in full at the time of application.

ZONING MAP AMENDMENT AND CONCEPT DEVELOPMENT PLAN REVIEWS ARE SUBJECT TO PUBLIC HEARING PROCESS:

Zoning Map Amendments and Concept Development Plan Reviews (including revisions) in the following zones:

A-1, A-2, R, RS, RSE, SR-1, SR-2, SR-3, R-1F, and CONS zones	\$1,300.00 (flat fee for single-family detached residential developments with less than 20 acres and 50 units) \$1,600.00 (flat fee for all other residential developments with more than 20 acres and 50 units) + \$250.00 (legal ad, adjoining property owners, and sign posting notification) + \$66.00 (CLUR) + \$15.00 per acre of land under review
UR-1, UR-2, UR-3, MHP, PF, RPD, UC, UTC, UNO, and UTO zones	\$1,700.00 (flat fee) + \$250.00 (legal ad, adjoining property owners, and sign posting notification) + \$66.00 (CLUR) + \$15.00 per acre of land under review
C-1, C-2, C-3, C-4, O-1, A-1A, O-2, FMS, PD, WD, and EPD zones	\$2,000.00 (flat fee) + \$250.00 (legal ad, adjoining property owners, and sign posting notification) + \$66.00 (CLUR) + \$20.00 per acre of land under review
I-1 and I-2 zones	\$2,000.00 (flat fee) + \$250.00 (legal ad, adjoining property owners, and sign posting notification) + \$66.00 (CLUR) + \$20.00 per acre of land under review
I-3, I-4, and A zones	\$3,000.00 (flat fee) + \$250.00 (legal ad, adjoining property owners, and sign posting notification) + \$66.00 (CLUR) + \$20.00 per acre of land under review
Postponement or continuance of a Zoning Map Amendment request or Concept Development Plan approval requiring a new Public Hearing (when	80% of the above flat fee + \$250.00 (legal ad, adjoining property owners, and sign posting notification)

requested by the applicant
and as a result of the
applicant's action)

Deferral of Zoning Map
Amendment or Concept
Development Plan request
from scheduled Business
Meeting or Zone Change
Committee Meeting (when
requested by the applicant
and as a result of the
applicant's action) 30% of the above flat fee

5. If all principally permitted, conditional, and accessory uses for the proposed zone requested are not just those shown on the Concept Development Plan, this must be indicated on the Application for Zoning Action form under Description request.
6. Submittal of a Concept Development Plan as per Section 302 of the Boone County Zoning Regulations.

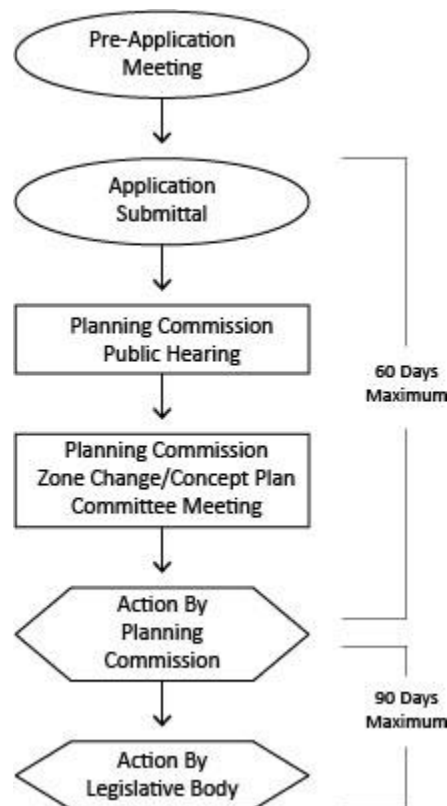
SECTION 302 ZONING MAP AMENDMENT APPLICATION AND CONCEPT DEVELOPMENT PLAN

- A. The following standards and procedures apply to zoning map amendment applications and Concept Development Plans.
 1. Application forms for zoning map amendments shall be completed in full, signed by the applicant and property owner, supplemented with the additional information required by the Planning Commission and this article, and accompanied by the fee established by the Planning Commission's fee schedule.
 2. The Planning Commission, as a condition to the approval of a zoning map amendment, highly recommends that a Concept Development Plan be submitted. In accordance with [KRS 100](#), this Concept Development Plan, when submitted and agreed upon, shall be followed and be binding as a requirement of the zone change or map amendment. Applications submitted without a Concept Development Plan will be reviewed from the perspective of a "worst case scenario" based upon the requirements and permitted uses of the district in question.
 3. A Concept Development Plan must be submitted for applications involving the Planned Development District (PD), Employment Planned Development District (EPD), and Residential Planned Development District (RPD) as specified in [ARTICLE 15](#) and [ARTICLE 16](#), for all applications requesting the Suburban Residential Three (SR-3) District per [SECTION 905](#), and for all applications requesting the Industrial Four (I-4) District per [SECTION 1106](#). A "Development Plan" must also be submitted for applications involving the Industrial Three (I-3) District as specified in [SECTION 1104](#). Excluded from the Concept Development Plan requirement are requests made by legislative bodies, the Boone County Fiscal Court, and the Boone County Planning Commission.
 4. Where a concept development plan is required under these regulations, and where such zoning change has been approved by the appropriate legislative body or fiscal court, the property owner shall sign a written agreement verifying that the Concept Development Plan is a condition to the zoning change and the appropriate Certificate of Land Use Restriction shall be prepared and recorded in the office of the Boone County Clerk in Burlington, Kentucky in accordance with [SECTION 210](#). The property owner shall furnish the information necessary to prepare and record the Certificate of Land Use Restriction.
 5. At the time of filing an application for a zoning map amendment, the property owner may also request a variance or a conditional use permit for the same development. A development that is subject to a zone change or Concept Development Plan approval shall comply with all applicable requirements of these regulations unless a written request for a variance(s), or exception(s) pursuant to [ARTICLE 15](#) or [ARTICLE 16](#), are expressly approved through the procedures of this Article, or pursuant to [ARTICLE 2](#), as applicable.

6. The Planning Commission may recommend, and the legislative body or Fiscal Court may approve, the proposed zoning district subject to any agreed conditions or qualifications found merited in the Concept Development Plan or conditions on the site.
7. Where following a Concept Development Plan is an agreed condition of a zoning map amendment, as a further condition to the approval of a zone change involving a Concept Development Plan, the Planning Commission may require that substantial construction be initiated within a certain period of time of not less than one (1) year; provided that such zoning change shall not revert to its original designation unless there has been a public hearing.
8. If an approved Zoning Map Amendment is subject to a Concept Development Plan and/or conditions pursuant to a written agreement, and/or is approved in conjunction with a variance or conditional use permit, the notation "CD" shall be placed on the Official Zoning Map in combination with the adopted zoning designation (refer to [SECTION 507](#)).

Figure 3-1

Zoning Map Amendment Process



SECTION 303 CONCEPT DEVELOPMENT PLAN REQUIREMENTS

- A. If a property owner submits a Concept Development Plan, the Plan shall include the following minimum requirements. The list of other requirements are optional only for sites that do not involve the Planned Development District (PD), Employment Planned Development District (EPD), or Residential Planned Development District (RPD), and may provide further support for approval of a Concept Development Plan by the

Planning Commission. The minimum Development Plan requirements for applications involving the Industrial Three District (I-3) are listed in [ARTICLE 11](#).

1. Minimum Requirements

- i. General Site Characteristics - ownership, topography, soils, drainage, vegetation and other physical characteristics.
- ii. Transportation Patterns - public and private roads and internal and external circulation patterns.
- iii. Land Use Characteristics - existing and proposed land uses, open spaces, impervious surfaces including streets, parking areas, structures and buildings (general description of size, area, intensities/densities, and height).
- iv. Utilities and Infrastructure.
- v. Relationship of Proposed Zone Change with Comprehensive Plan - how specifically the proposed zone change would conflict, conform, compliment or otherwise affect the Comprehensive Plan as well as any special studies that are designed to further detail the Comprehensive Plan in a specific area. If applicable, a statement of how the proposed zone change fulfills finding A.2 and/or A.3 in [SECTION 308](#).
- vi. A 8.5" by 11" reduction of the plan sheet(s) that can be copied on a standard photocopier or a PDF version of the plan sheet(s).
- vii. A written explanation of any requested variance or conditional use permit.

2. Optional Requirements (Mandatory requirements for projects involving the Planned Development District [PD], Employment Planned Development [EPD], or Residential Planned Development [RPD]. If a particular item is not provided in the Concept Development Plan, then the application materials must state why the requirement does not pertain to the specific proposal).

- i. Items A.1.a-A.1.g in the previously mentioned list of minimum requirements.
- ii. An area map showing adjacent property owners and existing land uses within two hundred (200) feet of the parcel.
- iii. The location, description and size (acreage) of land uses.
- iv. Approximate location and number of residential units (if any) along with approximate square footage, density and height.
- v. Approximate location and size (square footage) of non-residential buildings.
- vi. The location of public and private roads, rights-of-way, easements and parking.
- vii. Calculation of approximate amount of open space both before and after construction. Indicate areas of expected open space and new landscaping. Include maintenance plans for these areas.
- viii. Conceptual landscape plan that indicates the locations of landscape and buffering features. For applications involving the EPD, RPD, or PD overlay, design guidelines that include landscaping standards shall be provided for multi-phased projects.
- ix. Where portions of the site are subject to flooding, the Concept Development Plan shall indicate extent and frequency.
- x. General location of water, sanitary sewer, telephone, electrical and storm water lines. Capacity levels are recommended.
- xi. General description of the availability of community facilities such as schools, fire protection services and other types of facilities that would serve the development, if any, and how these facilities are affected by this proposal.
- xii. Approximate location and size of storm water detention and/or retention areas.
- xiii. Information describing proposed signage (types, sizes, materials, and locations on site). For applications involving the EPD, RPD, or PD overlay, design guidelines that include signage standards shall be provided for multi-phased projects.
- xiv. Construction schedule of the project. For multi-phased projects, submit a phasing plan that describes the anticipated timing and geographical extent of each phase.

- xv. Detailed traffic study if the proposed development is large-scaled or if the project would significantly alter existing traffic patterns or volume (refer to [ARTICLE 32](#)).
- xvi. Images of the proposed buildings to demonstrate the intended architectural appearance and character. For applications involving the EPD, RPD or PD overlay, design guidelines that include architectural standards shall be provided for multi-phased projects.
- xvii. For applications involving the EPD or RPD districts, a table of proposed dimensional standards for the proposed land uses or phases including lot sizes and frontages, building heights and intensities, and setbacks. For applications involving the PD overlay district, a description of any requested exceptions to the requirements of the underlying district.
- xviii. For applications involving the PD overlay, EPD, or RPD districts, a written narrative that describes how the applicable requirements and standards in [ARTICLE 15](#) or [ARTICLE 16](#) have been.

- 6. The Planning Commission and legislative body or Fiscal Court may recommend or approve the proposed district subject to any conditions or qualifications found merited in the Concept Development Plan or other conditions on the site.

BCPC: May 2024