

**ZONING PERMIT
RESIDENTIAL DWELLING UNIT
BOONE COUNTY PLANNING COMMISSION**

INSTRUCTIONS:

1. Submit this completed Zoning Permit application and four (4) copies of the plot plan;
2. The Zoning Permit application shall be submitted in conjunction with a Building Permit application from the Boone County Building Department. A Zoning Permit must be issued before a Building Permit can be granted;
3. The Zoning Administrator has seven (7) days to either approve or deny an application for Zoning Permit. This Zoning Permit, and attached drawing(s), will be retained by the Boone County Planning Commission. A copy will be given to the applicant upon approval;
4. The approved Zoning Permit shall be posted conspicuously, or available on the job site, until completion of all construction work. If work described on the Zoning Permit has not begun within two (2) years from the date of issuance, the permit shall expire. Upon request by the applicant, the permit can be extended prior to the date of expiration.

PLOT PLAN REQUIREMENTS (see sample):

1. Must be to scale and include a north arrow;
2. Lot number, subdivision name, and section number. If the lot is not part of a subdivision, include a copy of the conveyance plat or the deed describing the property and provide the addresses of the properties which adjoin the subject property;
3. Lot line, showing bearings and distances;
4. Identify the street name and show the centerline, right-of-way lines, and edges of street pavement which the driveway is intersecting with;
5. Location of any cemetery or historic structure identified as a local historic landmark or part of a local historic district;
6. Location and approximate distance of creeks, streams, or rivers from the proposed structure, if within or adjacent to the lot;
7. Accurate existing topography (minimum two (2) foot contour intervals). If the Zoning Permit is applied for within five (5) years of an approved Grading/Improvement Plan, the proposed topography of the approved plan, if accurate, may be used to satisfy this requirement. However, if the existing topography is shown to be inaccurate, or the Zoning Permit is being applied for more than five (5) years since the approval of a Grading/Improvement Plan, the applicant is required to provide accurate existing topography (GIS data, field survey, etc.).

LOT IMPROVEMENTS:

1. Location, type, and dimensions of all proposed and existing structures, including additions, decks, covered porches/patios, retaining walls, paved surfaces such as driveways, and any other accessory structures;
2. Location of sidewalks, including handicapped ramps at the street or walkways from front entry and public right-of-way around the buildings and in street right-of-way;
3. Dimensions of front, rear, and side building setbacks, measured from road right-of-way;
4. Location, species, and installation size of 'street trees', as required by Section 3619 of the Boone County Zoning Regulations, with the construction of new dwelling units in residential zones (does not include A-1 and A-2 zones).

UTILITIES:

1. Location of storm sewer lines and any storm sewer inlets or outlets (head walls, culverts, catch basins, yard boxes, drainage channels, swales, water course changes) as well as the location and boundary of stormwater retention/detention ponds on or adjoining the subject lot;
2. Location of all existing and proposed utility poles and boxes;
3. Identify the width and type of existing and proposed easements on the lot (e.g., sanitary sewer, storm sewer, water, electric, telephone, gas, cable, access, recreational, etc.).

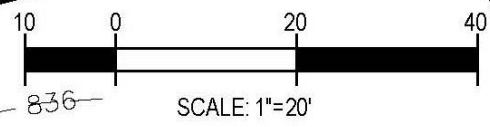
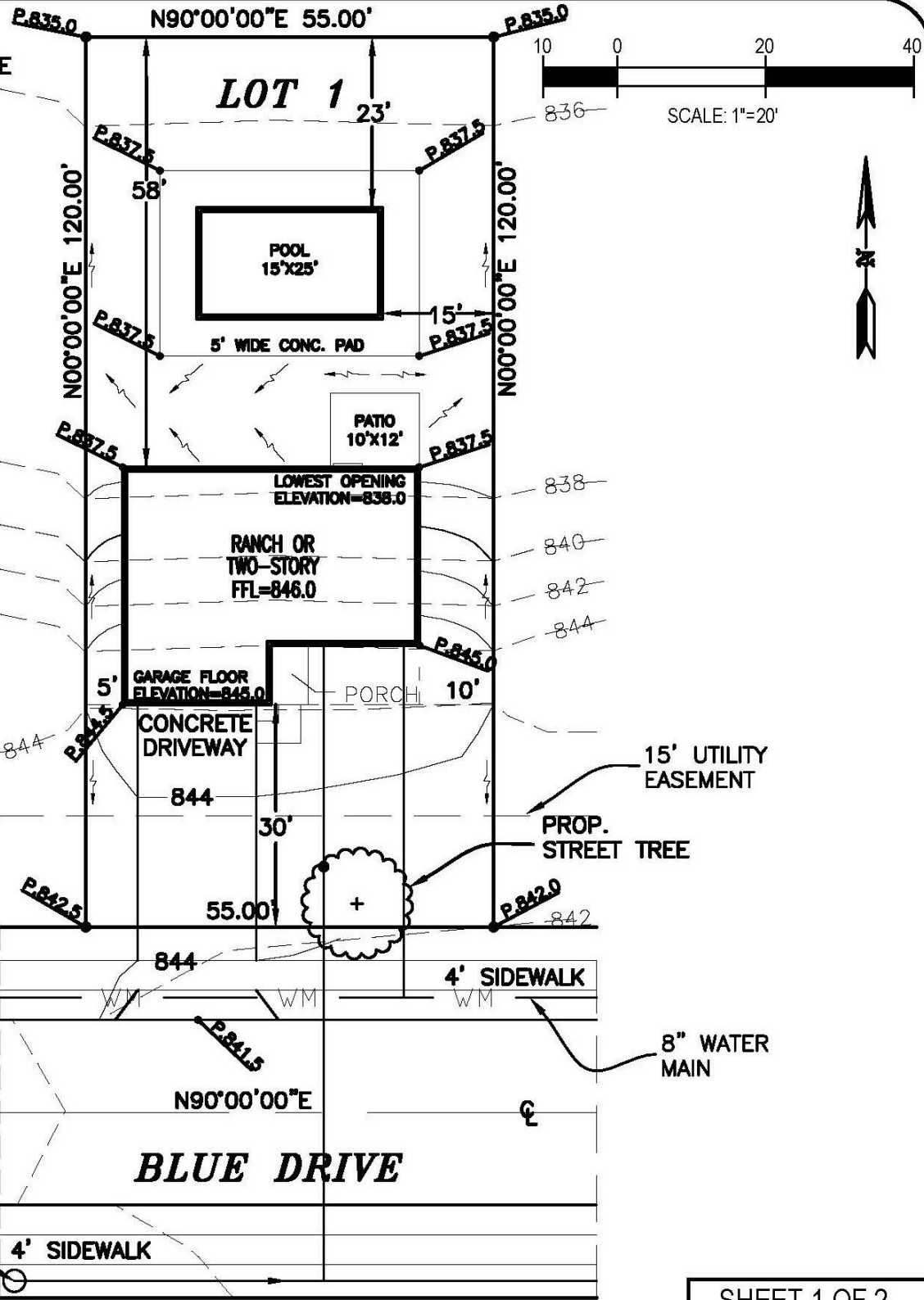
STORMWATER/DRAINAGE/GRADING:

1. Location and description of erosion control provisions;
2. Show the difference in elevation from the street curb, at the center of the driveway, to the basement floor elevation and the first floor elevation;
3. Sufficient proposed elevations shall be identified to show future surface drainage of the lot. Said drainage shall meet all the applicable requirements of the Boone County Subdivision Regulations and the Kentucky Residential Code. In residential subdivisions, the drawing shall include existing and proposed contours (consistent with the approved Grading/Improvement Plan) at a minimum of two (2) foot contour intervals. The contour lines shall be based on the Record Drawing for subdivisions with such a drawing;
4. Elevation of the lowest foundation opening. If a walk-out basement is proposed, the location of the walk-out opening shall be labeled and its' elevation shall be noted;
5. Location of sump pumps and their outlet/drainage route.

OTHER REQUIRED PERMITS OR REQUIREMENTS:

1. For lots without an existing or approved curb cut, a copy of an approved Encroachment Permit is required to be submitted with this application. If the property is located in Unincorporated Boone County or the City of Walton, contact the Boone County Public Works Department at 859-334-3600. If the property is located within the City of Union, call 859-384-1511. If the property is located within the City of Florence, call 859-647-5416. If the property is located along a state road, contact the Kentucky Transportation Cabinet Permits Department at 859-341-2700;
2. For private sanitary sewer systems, submit a copy of the approved on-site Septic Permit from the Northern Kentucky Health District (859-341-4246);
3. Location of the 100-year flood level on the lot, as shown on the approved Grading/Improvement Plan. If any portion of the lot or parcel is within a designated 100-year floodplain, or is in the vicinity of a blue line stream (stream with a tributary area of one square mile or greater), without designated flood elevations, as shown on the adopted Flood Insurance Maps, a Stream Construction Permit from the Water Resources Branch of the Kentucky EPA must be provided or approval of the Local Floodplain Coordinator must be provided;
4. A Kentucky Industrialized Building System (KIBS) letter is required from the Department of Housing, Buildings and Construction; Division of Building Code Enforcement – Manufactured House Section (859-573-1795) for a modular dwelling unit;
5. For above ground pools, the applicant must obtain and Electrical Pool Inspection before the pool can be used. Contact the Electrical Inspector at 859-746-9111.
6. NOTE: All mailboxes must be installed in accordance with the United States Postal Service requirements (see www.usps.com).

*NOTE- EXCESS SOIL FROM POOL EXCAVATION TO BE TAKEN OFFSITE



SHEET 1 OF 2

BOONE BUILDERS
123 MAIN ST.
CITY, STATE, ZIP

LOT 1, NAMELESS SUBDIVISION SECTION 1
CITY, BOONE COUNTY, KENTUCKY

ENGINEERS & SURVEYORS
321 MAIN ST.
CITY, STATE, ZIP

DATE:
3/6/15

LOT 1, NAMELESS SUBDIVISION SECTION 1
CITY, BOONE COUNTY, KENTUCKY

SCALE: 1"=20'

SECTION A: (To be completed by applicant)

1. Building or Address Location: _____

2. Applicant: _____

Address: _____

_____ City _____ State _____ Zip Code

Phone Number: _____ Fax Number: _____

Email: _____

NOTICE: I/we certify that what is submitted is true and accurate and I, or we, understand and agree that all construction work will be performed in accordance with this application, the Boone County Zoning Regulations, and the Boone County Subdivision Regulations.

ORIGINAL Applicant's Signature: _____ **Date:** _____

(Faxed, Photocopied or Scanned Signatures will **NOT** be Accepted)

SECTION B: (To be completed by Planning Commission staff)

Zoning:		Date:		Fee:	\$90.00	Farm Exempt
Approved	Denied	\$45.00	(no Fee)			
Staff Reviewer:				Address:		
Subdivision:						
Lot:	Section:	Block/Phase:	Group No.	Census:		

TYPE OF IMPROVEMENT:

<input type="checkbox"/>	Single Family Residence	<input type="checkbox"/>	Detached Garage
<input type="checkbox"/>	Duplex	<input type="checkbox"/>	Garage Addition
<input type="checkbox"/>	Mobile Home	<input type="checkbox"/>	Barn or Shed
<input type="checkbox"/>	Residential Addition	<input type="checkbox"/>	Above Ground Pool
<input type="checkbox"/>	Porch or Deck	<input type="checkbox"/>	In Ground Pool
<input type="checkbox"/>	Other:		

JURISDICTION:

<input type="checkbox"/>	Unincorporated Boone County	<input type="checkbox"/>	City of Florence
<input type="checkbox"/>	City of Walton	<input type="checkbox"/>	City of Union

POST OFFICE (ZIP CODE):

<input type="checkbox"/>	Burlington (41005)	<input type="checkbox"/>	Florence (41042)
<input type="checkbox"/>	Walton (41094)	<input type="checkbox"/>	Union (41091)
<input type="checkbox"/>	Hebron (41048)	<input type="checkbox"/>	Verona (41092)
<input type="checkbox"/>	Petersburg (41080)	<input type="checkbox"/>	Erlanger (41018)
<input type="checkbox"/>	Crittenden (41030)	<input type="checkbox"/>	Independence (41051)