

# - Certificate of Zoning Compliance -

(Please Print or Type)

\_\_\_\_\_

Date

Department of Planning  
 City Hall  
 PO Box 2267  
 Paducah, KY 42002-2267

For Office Use Only	
<input type="checkbox"/> Application <input type="checkbox"/> Pre-App Conf _____ <input type="checkbox"/> Copies <input type="checkbox"/> Fee <input type="checkbox"/> Public Hearing _____	Date Stamp

Commission Members:

An application is hereby made to the Historical Architecture Review Commission pursuant to Section 126-120 (6) b of the Paducah Zoning Ordinance for a Certificate of Zoning Compliance.

The property is located at: \_\_\_\_\_

Zoning Classification: NSZ (Neighborhood Services Zone)

Title to said property is vested in: \_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone Number

\_\_\_\_\_

E-mail

Owner       Leasee       Tenant

General description of each modifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do all drawings, materials and samples along with other items required by HARC guidelines accompany this application? \_\_\_\_\_

If not, explain

\_\_\_\_\_

\_\_\_\_\_

Is there an application relevant to this property and the subject modifications or improvements pending or being contemplated before the Paducah Planning Commission or City Commission? \_\_\_\_\_

If so, specify \_\_\_\_\_

Is there any approval pending any other regulatory or administrative authority which may have a bearing on the modifications or improvements which are the subject of this application such as a correction notice from the Department of Fire Prevention? \_\_\_\_\_

If so, specify: \_\_\_\_\_

I fully understand that any plans approved by the HARC, in whole or in part, as a result of the submission of this application cannot be modified or field-changed. Any exterior changes desired must be submitted to the HARC for consideration, requiring the submission of a separate application. I have read and understand the above statement:

\_\_\_\_\_ Property Owner

\_\_\_\_\_ Contractor

It is recommended by the Commission to review all policies and procedures of HARC including the Fountain Avenue Design Guidelines before submitting an application. Copies may be obtained in the Planning office.

By signing and submitting the signed application, the applicant is granting permission for relevant city staff and HARC personnel to inspect the exterior of the structure and the surrounding property. Failing to provide the required elements listed in the application and on the application instructions may result in a delay of the hearing for all or part of the application. The Planning Department reserves the right to not process incomplete applications. If permission is granted by the HARC to make improvements, a building permit is required from the Department of Fire Prevention before any of the improvements take place.

Eight (8) copies of the proposed exterior changes in accordance with the Fountain Avenue Design Guidelines and a list of the names and addresses of the owners of the adjacent properties are included herewith.

It is understood that a public hearing will be held on this application and that notice thereof will be mailed to the undersigned and to the owners of all property deemed to be affected. The notice shall be published in a daily newspaper as required by law.

The applicant shall furnish the names and addresses of all adjacent property owners. Records maintained by the property valuation administrator (PVA) may be relied upon conclusively to determine the identity and address of said owner. The PVA is located at 621 Washington Street, Paducah KY 42003.

Before any work can proceed, applicable building permits must be obtained from the Department of Fire Prevention.

Very truly yours,

\_\_\_\_\_  
Signature

There are many different kinds of applications the City of Paducah processes through the Planning Department. Most of our applications require the notification of adjacent property owners, pursuant to Kentucky State Law. The adjacent property owners are to be provided by the applicant, also pursuant to state law. However, incomplete applications cannot be processed because of this requirement. If the adjacent property owner affidavit is not filled out and attached to an application that requires a public hearing, the application will be deemed incomplete. No action can be taken on the application until the property owner affidavit is received.

Adjacent means any property that physically touches the subject property. Property across streets or alleys is not adjacent. For rezoning applications, all property owners within a 200' radius of the subject property must be obtained. State law provides that the Property Valuation Administration (PVA) is the agency which may be relied upon conclusively to determine property owners.

The McCracken County PVA is located at 621 Washington Street, Paducah, KY. An applicant must obtain adjacent property owners from the PVA. The list of adjacent property owners provided to the applicant by the PVA is the list by which Planning Staff will use to notify the property owners of the public hearing to give them due process and an opportunity to be heard.

We appreciate your application and look forward to placing it on the corresponding board agenda. If you have any inquiries, please feel free to contact a planning staff member as we are here to assist in the process. The Paducah Planning Department can be reached at (270) 444-8690.

Q. The lot adjacent to me is vacant or no one lives there—do I still have to obtain the property owner?

A. Yes, state law makes no exceptions for vacant property.

Q. I do not know the address to the adjacent property—how can I get help with that?

A. Please visit our on-line mapping service at [www.map-gis.org](http://www.map-gis.org). Lots and addresses can be obtained from there or from the PVA when you go visit them.

Q. Why can't planning staff tell me who the property owner is?

A. The City of Paducah cannot assume any liability for incorrect property owners, especially since KRS 100 provides that applicants are to provide the property owners.

Q. I have already spoken to my neighbor(s) and they are amenable to my application or rezoning—Do I still have to visit the PVA?

A. Yes, Kentucky State Law provides no exceptions, therefore; the City of Paducah is not at liberty to waive this part of the application.

# Adjacent Property Owners Affidavit

## City of Paducah, Kentucky

Commonwealth of Kentucky  
City of Paducah, McCracken County

This \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_  
(Day) (Month) (Year)

I, \_\_\_\_\_  
(Owner, Applicant)

hereby make oath that the list of adjacent property owners of all portions of the subject property; including the subject property, is a true and accurate list as submitted with this application, pursuant to KRS Chapter 100. Rezoning applications must include all property owners within 200 feet of the subject property.

\_\_\_\_\_  
(Owner, Applicant)

**PLEASE RETURN THIS SHEET WITH THE COMPLETED APPLICATION**

## CERTIFICATE OF ZONING COMPLIANCE

### APPLICATION INSTRUCTIONS

The nature of the Application and exhibits which should be filed depends on whether the improvement is **MAJOR** or **MINOR**.

**MAJOR** improvements include:

1. Construction of a new building or structure.
2. Construction of additions.
3. Change of structure's architectural style.
4. Alteration of the roof line.
5. Anything which HARC staff determines to be major.

**MINOR** improvements shall include:

1. Addition or deletion of awnings, shutters, canopies, etc.
2. Addition of exterior material of a new type, color or texture.
3. Anything which HARC staff determines to be minor.

### RECOMMENDED EXHIBITS

All applications must be signed by the applicant, and if applicant is leasing or renting the premises, co-signed by the owner of the property. It is recommended all Applications for both **MAJOR** and **MINOR** improvements be accompanied by the following:

1. Current photography of the property showing its present condition.
2. Physical samples of all materials, items or devices to be installed accurately showing color, texture and scale.

In addition, with respect to **MAJOR** improvements, the following exhibits are recommended:

1. Layout or site plan of the property showing all existing and proposed improvements.
2. Elevations drawn to scale of all sides showing complete architectural details and all exterior equipment and appurtenances located on the roof, walls and ground. All existing and proposed materials and finishes shall be identified, noted on the elevation and keyed to photographs.

HARC meets regularly on the second Monday of each month. The deadline for applications is 10 days prior on a Friday before 11 a.m.