



# ZONING MAP AMENDMENT PROCEDURES

Louisville Metro Planning & Design Services

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PRE-APPLICATION

FORMAL APPLICATION

PUBLIC HEARING

**DAY 1** Pre-Application Submitted **\$**

- Deadlines are Mondays at 2:00 p.m.
- Fee due
- Optional Pre-App Meeting (encouraged for new applicants)
- Send early notification

**DAY 17** Agency comments sent to applicant

- Comments should be finalized 17 days after the deadline (Wednesdays) and can be accessed online

**DAY 27** Neighborhood Meeting held 😊

- Informative meeting held by applicant

**DAY 28** Formal Application submitted **\$**

- Deadlines are Mondays at 2:00 p.m.
- Fees due for initial application
- Application materials can be found online at the PDS website

**DAY 44** Agency comments sent to applicant

- All agency comments must be addressed to proceed to the public hearing process
- If necessary, all resubmittals are subject to the Monday deadline at 2:00

Resubmittals

**DAY 59** LD&T Meeting held 😊

- LD&T held on 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month
- 14-day notice required to 1<sup>st</sup> and 2<sup>nd</sup> tier adjoining property owners

**DAY 78** Public Hearing held 😊

- Planning Commission held on 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month
- Notices required: 14-day notice to 1<sup>st</sup> and 2<sup>nd</sup> tier adjoining property owners; signs posted on site; newspaper legal ad **to be paid by applicant (\$)**

**DAY 92** Public Hearing Minutes approved

- Minutes of the meeting approved at the following Planning Commission hearing
- Approved minutes transmitted to appropriate Legislative Body

**DAY 112** Decision approved by Legislative Body

*Legislative approval is outside of the department's process*

- See applicable Legislative Body for details of its process

Note: Days represent the minimum amount of time to complete the process. Various factors often increase the amount of time it takes to receive a zoning map amendment.

Requests for Zoning Map Amendments are public record and available for review. For details regarding a specific application contact the case manager.

