

Review No. _____

**Board of Adjustment Application
City of Cave City Barren County, Kentucky
103 Duke St- City Hall
Cave City, KY 42127
270-773-2188**

The following items are to be submitted along with this application thirty (30) days prior to the Board of Adjustment's scheduled meeting at which the application is to be considered:

- One (1) copy of the Plat(s) and/or Development Plan(s) showing proposed request.
- One (1) copy of the deed(s) of the property.
- Application Fee (see fees for applicable jurisdiction) and a \$40 Publication Fee, payable to the Board of Adjustment, is required and of which no part is refundable to the applicant.
- \$5 Notice Fee for each adjacent property owner is required for Mobile Home / Manufactured Home and Conditional Use Permit Applications (See Adjacent Property Owner Form).

PART I: (to be completed by applicant)

1. Submittal Date _____

2. Jurisdiction (Check One)

City of Glasgow	<input type="checkbox"/>
City of Park City	<input type="checkbox"/>
City of Cave City	<input type="checkbox"/>

3. Request Type (Check One)

Appeal	<input type="checkbox"/>
Conditional Use Permit (See Additional Application)	<input type="checkbox"/>
Mobile Home / Manufactured Home Permit	<input type="checkbox"/>
Variance	<input type="checkbox"/>

4. Owner(s) _____

Address _____

City _____ State / Zip _____ Phone _____

5. Applicant Information _____
(If different from owner)

Address _____

City _____ State / Zip _____ Phone _____

6. Development Information

Name of Subdivision or Development _____
Location of Subdivision or Development _____
Lot Number(s) _____
Deed Book _____ Page Number _____
Plat Book _____ Page Number _____
Acreage Under Review _____ Total Acreage _____
Current Zoning _____ Is the site subject to a zone change? _____
Proposed Use(s) on Site _____

Findings Necessary for Granting Request: Before any variance is granted, the board must find that the granting of the variance will not adversely affect the public health, safety or welfare, will not alter the essential character of the general vicinity, will not cause a hazard or a nuisance to the public, and will not allow an unreasonable circumvention of the requirements of the zoning regulations. In making these findings, the board shall consider whether:

1. The requested variance arises from special circumstances which do not generally apply to land in the general vicinity, or in the same zone;
2. The strict application of the provisions of the regulation would deprive the applicant of the reasonable use of the land or would create an unnecessary hardship on the applicant; and
3. The circumstances are the result of actions of the applicant taken subsequent to the adoption of the zoning regulation from which relief is sought.

The board shall deny any request for a variance arising from circumstances that are the result of willful violations of the zoning regulation by the applicant subsequent to the adoption of the zoning regulation from which relief is sought.

A variance of any requirement does not exempt the applicant from any other requirements of the Subdivision Regulations or any local Zoning Ordinance.

The Board of Adjustment may approve, modify or deny any application for a Conditional Use Permit. Listed below are a few of the guidelines the Board of Adjustment follows:

1. That it will not adversely affect the health, safety, and welfare of the community.
2. That it will not alter the essential character of the existing neighborhood.
3. That the use will not contribute toward an overburdening of municipal services.
4. That it will not cause traffic, parking, population density or environmental problems.
5. That the use must be in harmony with the intent and purpose of the Zoning Ordinance and Comprehensive Plan.
6. That it is a matter of public need or convenience.

7. Explanation of Request: (Use Additional Sheets, if necessary) _____

I (We) do hereby certify that the information provided herein is both complete and accurate to the best of my (our) knowledge, and I (we) understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

 Applicant(s) Signature Date

 Property Owner(s) Signature Date

 Applicant(s) Signature Date

 Property Owner(s) Signature Date

OFFICE USE ONLY			
PART II: (to be completed by the commission staff)			
1.	Date Application Received _____	Fee Received _____	
2.	Scheduled Hearing Date		
	Month	Day	Year
			Time
3.	Action Taken: _____		
4.	Conditions of Approval: _____		

Fee Schedule

Application Submittal Fees

Board Of Adjustments

Appeal Application	\$ 300.00**
Variance Application	\$ 300.00**
Conditional Use Permit Application	\$ 350.00*

Planning Commission

Zone Change Application	\$ 500.00*
Text Amendment Application	\$ 500.00**
Subdivision Regulations Variance Application	\$ 35.00 – 250.00 (See Application Requirements)
Improvement Guarantee Change Application	\$ 250.00
Special Called Meeting	\$ 1,800.00
Cellular Antenna Tower Application	\$ 1,500.00****
Agricultural Application for Division of Real Estate	\$ 150.00**

Plat Review

Conveyance Plat	\$ 50.00 (first lot) + (\$25 each additional lot)
Minor Subdivision Plat	\$ 150.00 (first lot) + (\$25 each additional lot)***
Major Subdivision Final Plat	\$ 250.00 (first lot) + (\$25 each additional lot)

Development Plan Review

Development Plan	\$ 300.00 + (\$ 5 per acre)
Inspection Fee	\$ 150.00

Miscellaneous Fees

Document and Publication Fees

Comprehensive Plan (Paper Copy)	\$ 30.00
Comprehensive Plan (CD Copy)	\$ 5.00
Barren County Subdivision Regulations	\$ 25.00

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ADJACENT PROPERTY OWNERS' NAME & MAILING ADDRESS FORM

This form shall be submitted along with the following applications:

- Board of Adjustments
- Zone Change Applications

The applicant is required to furnish the current names and mailing address of all adjacent property owners. The Commission considers adjacent property any property across roads, streets, interstates, rivers, etc., and any property abutting the subject property. The applicant may rely on the records maintained by the Barren County Property Valuation Administrator (PVA) to determine the identity and address of the adjacent property owners. After submission of the application listed above the Commission will notify each adjacent property owner of the application request within fourteen (14) days of the scheduled public hearing.

Instructions for completing this form:

1. To determine the PVA map code number, the applicant should refer to the PVA property location maps.
2. To determine the name of the adjacent property owner, the location and/or address of the adjacent property, the applicant should refer to the property cards maintained by the PVA office.
3. To determine the mailing address of the adjacent property owner, the applicant should refer to the computer records maintained by the PVA office.

PVA Map No.	Name of Property Owner	Location of Property	Mailing Address of Property Owner

