



Calvert City Board of Adjustment

Application for Conditional Use

PO Box 36, 861 E 5th Avenue
Calvert City KY 42029
270-395-7138

APPLICANT NAME: _____ ADDRESS: _____

PHONE: _____ EMAIL: _____

OWNER NAME: _____ ADDRESS: _____

PHONE: _____ EMAIL: _____

CONDITIONAL USE LOCATION: _____ ZONE: _____

CURRENT USE: _____ PROPOSED USE: _____

(further described in Exhibit C)

EXHIBIT A – Attach copy of the legal property description (current deed, survey, or subdivision plat).

EXHIBIT B - Attach a site plan of the proposed location for the Conditional Use showing the location all buildings, parking and loading area, traffic access and circulation, open space, landscaping, refuse and service areas, utilities, signs, and yards (include measurements of lot size, distance from lot lines to buildings, and building size).

EXHIBIT C – Attach a narrative statement regarding the following:

1. Description of the Conditional Use proposed.
2. Evaluation of the effects of elements such as noise, glare, odor, fumes, and vibration on adjoining property;
3. Discussion of the general compatibility with the other properties in the district; and
4. Relationship of the proposed use to the Comprehensive Plan of Calvert City, which may be found at:
https://calvertcity.com/wp-content/uploads/2019/09/2014_Comp_Plan_ONLY_Web-2016_Indexed_Final.pdf

EXHIBIT D – Attach a list of property owners and addresses which adjoin the subject property in accordance with KRS 100.237(6). The records maintained by the Marshall County Property Valuation Administrator, 1101 Main Street, Benton, KY 42025, 270-527-4728, shall be relied upon to determine the identity and address of all property owners.

EXHIBIT E - If this application requests a Permit for the construction of one or more Multiple Family Dwellings in an R2 or R3 District, attach detailed construction plans, including but not limited to structural and façade materials and application. [Note: Conditional Use approval does not relieve the Applicant from obtaining the required Building Permits from Marshall County.]

Applicant hereby applies to the Calvert City Board of Adjustment for a Conditional Use on the property listed above based upon this application and attached exhibits.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____
(if different from applicant)

Fees: Residential - \$35, Commercial - \$100
(Both require Marshall County Filing Fee of \$50, which is refunded should the application be denied)

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR CONDITIONAL USE

The application for Conditional Use is required when a proposed use is not normally associated with the zoning classification of the location. An example would be having a home occupation business (such as a hair salon) in a residential district. Also, Article 11 of the Calvert City Zoning Ordinance lists those uses which always require conditional use approval for a particular zoning classification, such as: the sale of alcoholic beverages, which is permitted in all business areas, but only with conditional use approval. A Conditional Use expires if the property changes ownership, or the use has discontinued for a period of one year. Additionally, the Applicant should expect the Calvert City Compliance Officer to inspect the Conditional Use annually.

APPLICANT: Enter the name, address, phone, and email of the person applying for the Conditional Use.

OWNER: Enter the name, address, phone, and email of the owner of the property for the proposed Conditional Use.

CONDITIONAL USE LOCATION: Enter the address of the location for the proposed Conditional Use.

ZONE: Enter the current zoning classification of the subject property, which may be obtained from the Zoning Administrator.

CURRENT USE: Enter the current use of the subject property. Contact the Zoning Administrator's Office to verify use category.

PROPOSED USE: Enter the proposed use(s) from the descriptions in Article 11 of the Calvert City Zoning Ordinance Schedule of Uses. Contact the Zoning Administrator's Office to verify proposed use category. (Note: Each proposed use requires a separate application)

EXHIBIT A: Attach a copy of the legal property description (current deed, survey, or subdivision plat).

EXHIBIT B (SITE PLAN): Attach a site plan containing the following, showing the location or proposed location of:

- all buildings -parking and loading area -traffic access and circulation -open spaces -landscaping
 - refuse and service areas -utilities -signs -yards
- Both residential and commercial applications require measurements of lot size, distance from lot lines to buildings, and building size.

EXHIBIT C (NARRATIVE): Attach a narrative statement regarding the following:

1. Description the Conditional Use proposed.
2. Evaluation of the effects of such elements as noise, glare, odor, fumes, and vibration on adjoining property.
3. Discussion of the general compatibility with adjacent and other properties in the district.
4. Relationship of the proposed use to the Calvert City Comprehensive Plan located at https://calvertcity.com/wp-content/uploads/2019/09/2014_Comp_Plan_ONLY_Web-2016_Indexed_Final.pdf

EXHIBIT D (ADJOINING PROPERTIES): Attach a list of the names and addresses of owners of adjoining properties. Calvert City is required to send notice regarding a public hearing on this application to those property owners. Records maintained by the Marshall County Property Valuation Administrator, 1101 Main Street, Benton, KY 42025, 270-527-4728, shall be relied upon to determine the identity and address of all property owners.

EXHIBIT E (MULTIPLE FAMILY): If the application requests a Permit for the construction of one or more Multiple Family Dwellings in an R2 or R3 district, attach detailed construction plans, including but not limited to: structural and façade materials and application. [Note: Conditional Use approval does not relieve the Applicant from obtaining the required Building Permits from Marshall County.]

SIGNATURE(S): Enter the applicant signature and the property owner signature (if different from the applicant) which affirms the contents of the application.

DATE: Enter the date the application was signed.

FEES: Residential \$35
Commercial \$100 (Both require Marshall County Filing Fee of \$50, which is refunded should the conditional use be denied)