

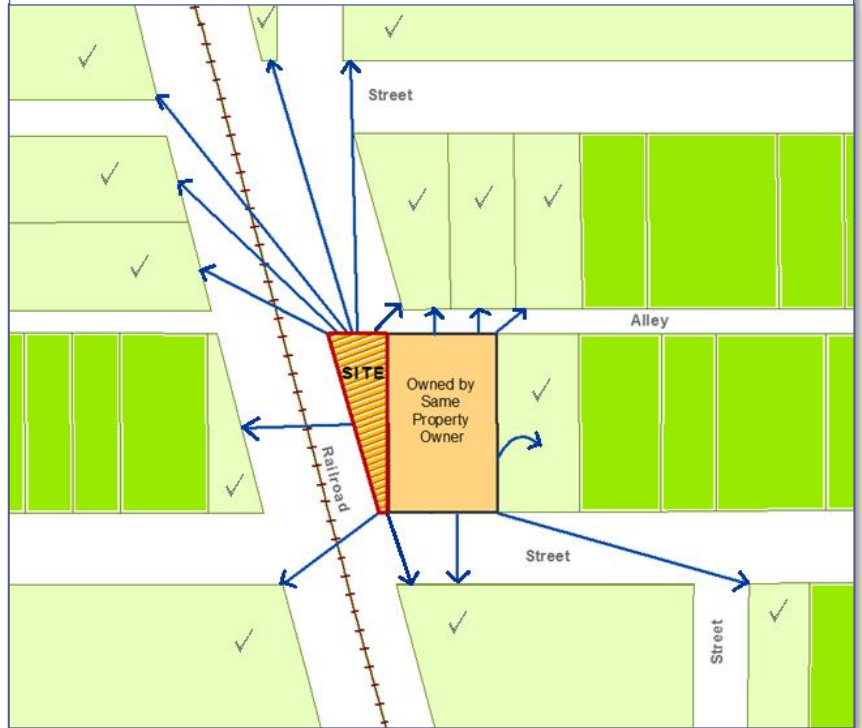
CHECKLIST FOR PLANNING COMMISSION/ HARC APPLICATIONS

All information must be provided at the time of filing the application.

- Completed and signed Application.** Application must be legible; must be signed by the property owner.
- Surrounding Property Owners.** List of the names and addresses of all owners of properties within 200 feet of the subject property and any property adjacent to the subject property owned by the applicant/owner shall be provided. The City of Paducah does not constitute a property owner requiring notice if the property is right-of-way used for street or highway purpose. Names and addresses shall be from the records of the Property Value Administrator (PVA); the PVA is located at 621 Washington Street, Paducah KY 42003.
- Affidavit.** Completed and signed *Surrounding Property Owners Affidavit* must be submitted.
- Detailed Description.** Attach a detailed description of what is requested and why. Include any drawings, data or supportive reasoning.
- Application Fee.** Checks should be made out to "City of Paducah." Fees in accordance with city code Sec. 126-143. - Fee schedule, as amended, plus any recording fees (\$50).

EXAMPLE

The proposed site is cross-hatched and highlighted in yellow & red. The property in orange (to the right of the site) is also owned by the applicant; therefore the adjacent property is taken from that property line as well. The adjacent properties are checked and colored light green. Each of these 14 properties should receive notice in the mail.



Q. The lot adjacent to me is vacant or no one lives there—do I still have to obtain the property owner’s name & address from the PVA (Property Valuation Administrator) office?

A. Yes, state law makes no exceptions for vacant property. All property is owned by someone; but they don’t necessarily live there.

Q. Why can’t planning staff tell me who the property owners are?

A. State law (KRS 100) indicates that the applicant is responsible for providing the adjoining property owners’ information and that the Property Valuation Administration (PVA) is the agency which may be relied upon conclusively to determine property owners. The City of Paducah cannot assume any liability for incorrect property owners.

Q. I have already spoken to my neighbors and they are okay with my application. Do I still have to visit the PVA?

A. Yes, Kentucky State Law makes no exceptions. The City of Paducah is not at liberty to waive this requirement.

Q. I do not know the addresses of the adjacent properties — how can I get help with that?

A. Visit our on-line mapping service at www.map-gis.org. Lots and addresses can be determined from there, or the PVA staff can help when you visit them. McCracken County PVA is located at 621 Washington Street, Paducah, KY 42003. Office Hours are M-F 8:00 a.m. - 4:30 p.m. CT and the website is <https://mccrackenpva.com/>

Q. What happens after I file this application?

A. Staff prepares and mails the legal notice to surrounding property owners, posts a sign announcing the hearing on the actual site, and has a legal ad published in the newspaper. Staff will evaluate the request and prepare a written recommendation for the Planning Commission or HARC.

Q. What will the recommendation say? Can I get a copy of it?

A. Yes. You can get a copy. A copy will be emailed to you. Based upon the information submitted and research by staff, a written report is prepared and sent to the Planning Commission or HARC the week before the hearing.

Q. Should or can I contact the Dept. of Planning staff?

A. Yes. Contact the planner assigned to your case to explain and answer questions about your application. Staff will also be able to answer questions about the process, the Comprehensive Plan, and the zoning ordinance. By providing staff complete information and reasoning, this information can be incorporated into the recommendation and report sent to the Planning Commission and HARC members.

Q. Should or can I contact the Planning Commission or HARC members themselves?

A. No. Contacting any member of the Planning Commission or HARC is against the law.

Q. Should I attend the hearing?

A. Definitely! You are the proposal’s best advocate; come ready to present and sell your proposal.

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