



# Zoning Review, Modification or Appeal Application (Including Waiver, Variance, Conditional Use, Zone Change, Text Change and Appeal)

**Campbell County & Municipal  
Planning & Zoning Commission**  
1098 Monmouth Street, Suite 343  
Newport, Kentucky 41071

Phone: (859) 292-3880  
Fax: (859) 547-1868

[www.campbellcountyky.org](http://www.campbellcountyky.org)

1. Project Located In:

- Unincorporated Campbell County      **or in the City of:**
- California       Cold Spring       Crestview       Dayton       Melbourne
- Mentor       Silver Grove       Southgate       Woodlawn

2. Project Address: \_\_\_\_\_

3. PIDN:    **999-99-**\_\_\_\_ - \_\_\_\_ . \_\_\_\_      Zone: \_\_\_\_\_

4. Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

5. Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

6. Engineer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

7. Request for Review:

- Conditional Use:**
- A. Use requested: \_\_\_\_\_
- B. Is this use listed as a Conditional Use for the Zone?       Yes       No
- C. Applicant evidence for the proposed conditional use (attach additional sheets if necessary):
- (1) That the proposed use at this location is necessary or desirable to provide a service or facility which will contribute to the general well-being of the neighborhood or the community.
  - (2) That the proposed use will NOT be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity.
  - (3) That such use will comply with any regulations and conditions in in the Zoning Ordinance for such use.

**Change from One Non-Conforming Use to Another:**

A. Current use? \_\_\_\_\_

Is this current use conforming?  Yes  No

B. Proposed use? \_\_\_\_\_

Is this proposed use conforming?  Yes  No

**(If the proposed use is non-conforming, see staff for additional information before completing this application.)**

**Zone (Map) Change:**

A. Current Zone: \_\_\_\_\_ Proposed Zone: \_\_\_\_\_

B. Acreage under review: \_\_\_\_\_ Acres

C. Describe proposed use of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Variance (if submitted separate from a Site Development Plan):**

A. Describe variance requested: \_\_\_\_\_  
\_\_\_\_\_

B. Applicant evidence for the proposed variance (attach additional sheets if necessary):

- (1) That the requested variance arises from special existing circumstances which do not generally apply to land in the general vicinity.
- (2) That the manner in which the strict application of the provisions of the Zoning Ordinance would deprive the applicant of a reasonable use of the land or would create an unnecessary hardship on the applicant.
- (3) That the circumstances are the result of actions of the applicant taken subsequent to the adoption of the zoning regulation from which relief is sought.
- (4) Reasons that the variance will not allow unreasonable circumstance of the requirements of the zoning regulations and will not alter the essential character of the neighborhood.
- (5) That granting the variance requested will not confer on the applicant any special privilege that is not conferred by this ordinance to other lands, structures or buildings in the same zone. (No non-conforming use of neighboring lands and structures in the same zone shall be considered grounds for the issuance of a variance.)

**Waiver of Subdivision Regulations (if submitted separate from a Site Development Plan):**

A. Describe waiver requested: \_\_\_\_\_  
\_\_\_\_\_

B. Reason for waiver (attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_

**Appeal to Planning and Zoning Commission or Board of Appeals:**

A. Date of action which is being appealed: \_\_\_\_\_

B. Action originated from:  Zoning Administrator/Official  Planning Commission

C. Description action to be appealed and reason for appeal (attach additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

8. **SIGNATURE:** I hereby certify that I am requesting this permit on behalf of all owners of the property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit. I understand and acknowledge that all fees are nonrefundable.

\_\_\_\_\_  
Original Applicant's Signature Date  
(Faxed, Photocopied or Scanned Signatures will not be accepted.)

\_\_\_\_\_  
Original Property Owner's Signature Date  
(Faxed, Photocopied or Scanned Signatures will not be accepted.)

**Submission Requirements**

- Draft Plans:** Attach **two (2) original** copies of the draft plans and all supporting plans for staff review. (Supporting Plans include but are not limited to: lighting, landscaping, geotechnical, traffic, grading, etc.) Maps submitted separately from this application are subject to additional review fees.)
- Planning Commission Copies:** Upon approval of the draft plans above, you will be required to submit twenty (20) PRE-FOLDED copies of the Site Development Plan, Preliminary Plat or Stage I Plan as prepared by a Kentucky Licensed Surveyor.
- Final File Copies:** Upon approval of the draft plans above, you will be required to submit to staff two (2) final copies of the plans with all final supporting plans attached.
- Fee(s):** All fees are per current Fee Schedule. All fees are non-refundable.

**In order for staff to properly evaluate this submittal, this application may be required to be submitted to, but not limited to, the following agencies:**

- Campbell County Historical Society
- Campbell County Conservation District
- Cincinnati Bell Telephone
- Duke Energy/Owen County Electric
- Governing Fire District Marshall
- Kentucky Transportation Cabinet
- Kentucky Division of Water Floodplain Management
- Northern Kentucky Independent Health District
- Northern Kentucky Water Service District/Pendleton County Water District
- Sanitation District No. 1/City of Cold Spring
- United States Army Corp of Engineers
- United States Department of Agriculture National Resources Conservation Service

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**INFORMATION BELOW TO BE COMPLETED BY STAFF**

FEE	DESCRIPTION	CODE
\$	Plan Review Fee	See Fee Schedule
\$	Publication Fee	PUBFEE1 (OR 2 OR 3)
\$	Land Acre Fee	ACRE001
\$	CLUR Fee	CLUR01 (OR 2 OR 3)
\$	Other Fee	CREDITCARD
<b>\$ TOTAL AMOUNT DUE</b>		

DATE RECD: \_\_\_\_\_

Cash

Check #: \_\_\_\_\_

Check Name: \_\_\_\_\_



**Addendum to Zone Map Amendment or  
Concept Development Plan  
Currently Under Review**

BY

**Campbell County & Municipal  
Planning & Zoning Commission**  
1098 Monmouth Street, Suite 343  
Newport, Kentucky 41071

Phone: (859) 292-3880

Fax: (859) 547-1868

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**Waiver of 60 Day Time Requirement by Originator  
For Final Planning Commission Action**

1. Project Address: \_\_\_\_\_
2. Project (Business) Name: \_\_\_\_\_
3. Property Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
4. Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

In accordance with the provisions in KRS 100.211, the applicant(s) and property owner(s) or originators above, hereby waive the 60 day time limit for the Campbell County & Municipal Planning & Zoning Commission to take final action on my(our) Zoning Map Amendment and/or Concept Development Plan\* application. This time limit waiver is considered effective immediately upon receipt by the Campbell County & Municipal Planning & Zoning Commission and expires on: \_\_\_\_\_.

5. \_\_\_\_\_  
Original Applicant's Signature Date  
*(Faxed, Photocopied or Scanned Signatures will not be accepted.)*
- \_\_\_\_\_  
Original Property Owner's Signature Date  
*(Faxed, Photocopied or Scanned Signatures will not be accepted.)*

**NOTE:**

- ★ The 60 day time limit applies to Zoning applications if the site was originally subject to a Zoning Map Amendment require as part of an individual request, county-wide Zoning Update or a land use/zoning study or plan.