



City of Frankfort  
**PLANNING & COMMUNITY  
 DEVELOPMENT**  
 P.O. Box 697  
 Frankfort, KY 40602  
 Phone: (502) 352-2094 Fax: (502) 875-8502  
 www.frankfort.ky.gov

**OFFICE USE ONLY**

Received: \_\_\_\_\\_\_\_\_\\_\_\_\_

Payment Amt: \$\_\_\_\_\_

C.U.P. No: \_\_\_\_\_

Meeting: \_\_\_\_\_

**CONDITIONAL USE PERMIT APPLICATION**

**Tentative Meeting Date:** \_\_\_\_\_ **Filing Deadline:** \_\_\_\_\_

**APPLICANT:**

check if primary contact

1. Name: \_\_\_\_\_
2. Company Name: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
4. Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

Status of Applicant: owner \_\_\_\_\_ lessee \_\_\_\_\_ under contract to purchase \_\_\_\_\_

**OWNER INFORMATION (If different than above):**

check if primary contact

1. Name : \_\_\_\_\_
2. Company Name: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
4. Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

**SITE INFORMATION:**

General Location of Property: \_\_\_\_\_

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

Zoning of Property: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Acres; or \_\_\_\_\_ Square Feet

**APPLICANT'S REQUEST**

(Describe SPECIFICALLY the nature and purposes of the Conditional Use Permit being requested):

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**I HAVE READ THE INFORMATION IN THIS APPLICATION AND HAVE FILLED IN ALL ANSWERS CORRECTLY TO THE BEST OF MY ABILITY.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOTE: SUPPORTING INFORMATION IS REQUIRED WITH THIS APPLICATION. PLEASE SEE ATTACHED PAGES FOR DETAILS.**

## Supporting Information Required for Conditional Use Permit Applications:

- 1. Vicinity map with location of subject property marked.
- 2. A detailed written description of the scope of the proposed use.
- 3. Site plan: A scaled drawing showing the boundaries and dimensions of the subject lot, as well as the location, arrangement and dimensions of buildings, driveways, accessory structures, fences and landscaped areas. If only a portion of a building is to be utilized for the conditional use, a floor plan must also be submitted.
- 4. A list of adjoining property owners and their mailing addresses. This list should include adjacent properties to all sides of the subject property (including those across the street). This information may be obtained from the Property Valuation Administrator's (PVA) Office, Franklin County Courthouse Annex, 315 W. Main St.
- 5. \$110 filing fee (make checks payable to the Frankfort-Franklin County Planning Commission for Board of Adjustment cases –**OR**- payable to City of Frankfort for Architectural Review Board cases).

Note: If the applicant is not the property owner, a letter from the property owner agreeing to the proposed use is also required.

NOTE: One (1) copy of this form and the Supporting Information must be filed with the Frankfort/Franklin County Board of Zoning Adjustment or Architectural Review Board at the City of Frankfort, Planning & Community Development by the deadline date to be considered for the first available meeting date.



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## DAY CARE FACILITY QUESTIONNAIRE

Is this a multi-family residential building? \_\_\_\_\_

Maximum number of children : \_\_\_\_\_

Does the site abut residentially zoned or used property? \_\_\_\_\_

If this is an existing daycare and an increase in the number of children is requested, please provide the total number of children anticipated within the age categories below:

Ages 0-23 months: \_\_\_\_\_

Ages 24-35 months: \_\_\_\_\_

Ages 3 years or older: \_\_\_\_\_

Distance of closest portion of exterior play area to public street: \_\_\_\_\_

Amount of interior space dedicated to childcare, not including inside play area(s), kitchen, restrooms or hallways (please attach floorplan noting this area): \_\_\_\_\_

Amount of interior play area space: \_\_\_\_\_ (not including above interior space)

Amount of play area outside: \_\_\_\_\_

Is this property within 1000 feet of a registered sex offender? \_\_\_\_\_

### Required Attachments for daycare:

- Floorplan must clearly identify :a) interior play areas; and b) interior (non-play area) space used for childcare
- Site plan showing all lot lines, public streets, ingress and egress, parking, structures onsite and play area, and landscaping required as provided in Article 7, Landscape Regulations.

*I testify that the above statements are true and accurate.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date