

*For questions, clarification, and confirmation of meeting date, please call the PDSKC Planning & Zoning Department at (859) 331-8980.*

***All required items must be submitted by the published deadline for the desired KCPC Public Hearing.***

**PUBLIC FACILITY REVIEW SUBMISSION REQUIREMENTS: Electronic Submission ONLY. Please email this application and supporting documents (below) to [kcpc@pdskc.org](mailto:kcpc@pdskc.org)**

Completed signed application and fee: **FY26 APPLICATION FEE IS \$273.00**

A legal Description of the subject property – *This can be either a Metes and Bounds survey or a copy of the deed*

A letter from the property owners authorizing the applicant to submit the application on their behalf (If applicable)

1 electronic copy of all site/development plans submitted should be emailed to [kcpc@pdskc.org](mailto:kcpc@pdskc.org)

***\* If a check is not submitted with your application, the PDS accounting department will send you an invoice for payment.***

***\*\* Checks should be made payable to "KCPC" or you may call the PDS office to pay by credit card over the phone.***

APPLICANT INFORMATION	NAME:
	ADDRESS:
	CITY: STATE: ZIP:
	PHONE: EMAIL:
PROPERTY LOCATION	PIDN:
	ADDRESS:
JURISDICTION WHERE PROJECT IS LOCATED:	
REQUEST DESCRIPTION:	

The foregoing information and attachments are true and accurate to the best of my knowledge.

Date

Signature of Applicant

Print Name

I acknowledge that someone able to represent this request will be present at the Planning Commission meeting. If no one is present I acknowledge that I run the risk of receiving an unfavorable recommendation due to a lack of information (Initial Here)