

## Zoning Permit Packet

### IMPORTANT INFORMATION. PLEASE READ FIRST.

This application packet is for fences, above ground pools, structures under 200 sq. ft (sheds, gazebos, patios and detached patio coverings) and driveways.

Below applications/documents are required:

- Zoning permit application
- Electric permit application (if applicable)
- Site plan (must show where the structure will be placed in reference to property lines. Distance should be a close estimate, for a new build you will need to show where driveway will be located.)
- Proof of current Occupational License for the City of Alexandria (For contractors only)
- Sub-contractor list (if applicable)

Fees:

- Zoning Permit fee: \$50.00
- Electric Permit fee: \$30.00 (if applicable)

How to apply

Return the completed packet and all necessary documents to [forms@alexandriaky.org](mailto:forms@alexandriaky.org). Once the permit is ready you will be contacted for payment.

This process can take up to 1 week.

# Zoning Permit Application

## CITY OF ALEXANDRIA

8236 West Main Street  
Alexandria, Kentucky 41001

Phone: (859) 635-4125

Fax: (859) 635-4127

Email: forms@alexandriaky.org

www.alexandriaky.org



APPLICANT: Property Owner Contractor\* PERMIT #: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City ST Zip

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### PROPOSED ZONING ACTIVITY: *(Mark all that apply)*

New Construction	Alteration	Off-street Parking	Sign	Corner Lot
Addition	Demolition	Accessory Building	Fence	Change of Use
Above Ground Pool	In Ground Pool	Driveway	Patio	Deck
Other _____				

Description: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

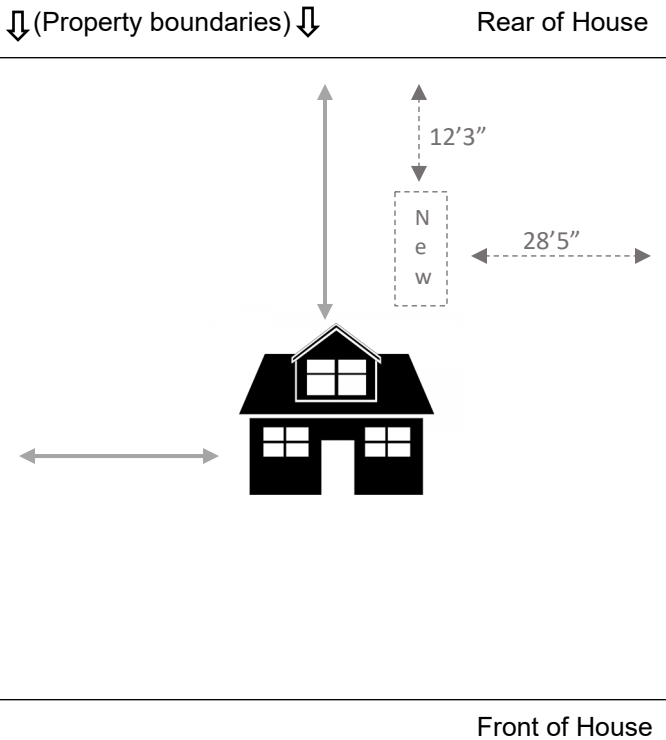
**\*NOTE: 1) In order to do business in the City of Alexandria, all contractors and subcontractors must have a current Occupational License with Campbell County AND Alexandria.**

**2) You are required to complete the attached SUBCONTRACTOR form and return it with the application.**

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Does Contractor have Occupational License? Y \_\_\_\_\_ N \_\_\_\_\_  
Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_ Zoning Fee: \_\_\_\_\_  
Zoning Permit #: \_\_\_\_\_ Date C.O. Issued: \_\_\_\_\_ Other Fee: \_\_\_\_\_  
Notes: \_\_\_\_\_ Total Fees: \_\_\_\_\_

1. Using the below diagram as a reference, in the comments section, please include the following information:
  - a) Include all **existing** and **proposed** structures, including dimensions and height.
  - b) **Indicate Setbacks:**
    - Front yard setback is the distance from the road right-of-way to the proposed addition or existing building.
    - Side & rear setbacks are measured from the proposed structure to the property line.
  - c) **Is this house located on a corner lot? \_\_\_\_\_**
    - **If so, please indicate the street locations next to the drawing below or in the comments.**
  - d) Locate existing driveway, parking and sidewalk if affected by proposed project.
  - e) A drainage plan of lot, showing general direction of drainage and its relationship to adjacent property.
2. Include a drawing/print of the proposed structure (i.e. fence, pool, shed, etc.)



**SETBACK ( ← → ):**

A setback is the distance measured from the property line to the nearest point of the proposed improvement. Please mark the setback in "feet" and "inches".

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

**CITY OF ALEXANDRIA  
Sub-Contractors List for**

\_\_\_\_\_  
Address and Lot Number on Application

**Please Complete ALL Information**

**\*\*Current Alex. Occ. Lic. REQUIRED**

PHASE	BUSINESS NAME	ADDRESS	**OCC LIC #	PHONE
GEN CONTRACTOR				
SUB CONTRACTOR				
EXCAVATION				
FOOTER/FOUNDATION				
FRAMING				
INSULATION				
HVAC				
PLUMBING				
ELECTRIC				
DRYWALL				
CONCRETE				
MASONRY				
ROOFING				
SIDING				
GUTTERS				
FLOORING				
GARAGE DOORS				
PAINTING				
TILE WORK				
DECK				
LANDSCAPE				
OTHER				
OTHER				