

# - Major Subdivision -

(Please Print or Type)

\_\_\_\_\_ Date

Department of Planning  
City Hall  
PO Box 2267  
Paducah, KY 42002-2267

For Office Use Only	
<input type="checkbox"/> Application	Date Stamp
<input type="checkbox"/> Pre-App Conf _____	
<input type="checkbox"/> Copies	
<input type="checkbox"/> Fee	
<input type="checkbox"/> Public Hearing _____	

Commission Members:

An application is hereby made to the Paducah Planning Commission pursuant to Section 102-36 of the Paducah Subdivision Ordinance for the consideration of a preliminary subdivision plat.

The property is located at: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Title to said property is vested in: \_\_\_\_\_

Name

\_\_\_\_\_ Address

\_\_\_\_\_ Phone Number

\_\_\_\_\_ E-mail

The above-mentioned property, the existing property lines, the proposed subdivision and all existing structures are shown on the attached plat.

The filing fee of \$200.00 plus ten (10) copies of the proposed preliminary subdivision plat showing pertinent information and a list of the names and addresses of the owners of the adjacent properties are included herewith.

It is understood that a public hearing may be held on this application and that notice thereof will be mailed to the undersigned and to the owners of all property deemed to be affected. The notice shall be published in a daily newspaper as required by law.

The applicant shall furnish the names and addresses of all adjacent property owners. Records maintained by the property valuation administrator (PVA) may be relied upon conclusively to determine the identity and address of said owner. The PVA is located at 621 Washington Street, Paducah KY 42003.

Before any work can proceed, applicable building permits must be obtained from the Department of Fire Prevention.

Very truly yours,

\_\_\_\_\_  
Signature

There are many different kinds of applications the City of Paducah processes through the Planning Department. Most of our applications require the notification of adjacent property owners, pursuant to Kentucky State Law. The adjacent property owners are to be provided by the applicant, also pursuant to state law. However, incomplete applications cannot be processed because of this requirement. If the adjacent property owner affidavit is not filled out and attached to an application that requires a public hearing, the application will be deemed incomplete. No action can be taken on the application until the property owner affidavit is received.

Adjacent means any property that physically touches the subject property. Property across streets or alleys is not adjacent. For rezoning applications, all property owners within a 200' radius of the subject property must be obtained. State law provides that the Property Valuation Administration (PVA) is the agency which may be relied upon conclusively to determine property owners.

The McCracken County PVA is located at 621 Washington Street, Paducah, KY. An applicant must obtain adjacent property owners from the PVA. The list of adjacent property owners provided to the applicant by the PVA is the list by which Planning Staff will use to notify the property owners of the public hearing to give them due process and an opportunity to be heard.

We appreciate your application and look forward to placing it on the corresponding board agenda. If you have any inquiries, please feel free to contact a planning staff member as we are here to assist in the process. The Paducah Planning Department can be reached at (270) 444-8690.

Q. The lot adjacent to me is vacant or no one lives there—do I still have to obtain the property owner?

A. Yes, state law makes no exceptions for vacant property.

Q. I do not know the address to the adjacent property—how can I get help with that?

A. Please visit our on-line mapping service at [www.map-gis.org](http://www.map-gis.org). Lots and addresses can be obtained from there or from the PVA when you go visit them.

Q. Why can't planning staff tell me who the property owner is?

A. The City of Paducah cannot assume any liability for incorrect property owners, especially since KRS 100 provides that applicants are to provide the property owners.

Q. I have already spoken to my neighbor(s) and they are amenable to my application or rezoning—Do I still have to visit the PVA?

A. Yes, Kentucky State Law provides no exceptions, therefore; the City of Paducah is not at liberty to waive this part of the application.

# Adjacent Property Owners Affidavit

## City of Paducah, Kentucky

Commonwealth of Kentucky  
City of Paducah, McCracken County

This \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_  
(Day) (Month) (Year)

I, \_\_\_\_\_  
(Owner, Applicant)

hereby make oath that the list of adjacent property owners of all portions of the subject property; including the subject property, is a true and accurate list as submitted with this application, pursuant to KRS Chapter 100. Rezoning applications must include all property owners within 200 feet of the subject property.

\_\_\_\_\_  
(Owner, Applicant)

**PLEASE RETURN THIS SHEET WITH THE COMPLETED APPLICATION**