

**Commercial Structures & Additions – Outside City of Bardstown  
Zoning Compliance Permit Checklist**

**Joint City-County Planning Commission of Nelson County  
One Court Square, 2<sup>nd</sup> Floor, Old Courthouse Building  
Bardstown, Kentucky  
(502) 348-1805**

**Permits/Approvals Required:**

*The following permits and approvals are required for your project. This listing may not be inclusive, and other permits and approvals (e.g., electrical, mechanical, plumbing, etc.) may be required. Please contact appropriate agencies to determine additional permit and approval requirements.*

- Design Standards Review – see below
- For driveway off of state road, State Entrance Permit – contact Highway Department, 348-3448
- For driveway off of county road, County Encroachment Permit – contact Road Department, 348-1880
- For driveway off of city street - contact appropriate City Hall
- If served by septic system – contact Health Department Environmental Office, 348-3698
- Zoning Compliance Permit – see below
- Drainage Plan Approval – contact County Engineer, Road Department, 348-1881
- Building Permit/Inspection (building, electrical & mechanical) – contact Code Enforcement, 115 E. Stephen Foster, 348-1862
- Plumbing Permit/Inspection – contact Plumbing Inspector, 349-1310

**Design Standards Review Requirements**

*The following documentation and fees must be submitted on or before the required deadline:*

- Design Standards Review application, completed and signed;
- Site plan (no larger than 24" x 36") showing the lot/tract, building locations, outdoor sales display or storage areas, trash collection areas, parking areas, driveways, loading/unloading areas, sidewalks, open space and landscaped areas, lighting locations, sign locations, ground-mounted equipment areas, topography, drainage and floodplain areas, and any other pertinent design elements;
- Landscaping plan (no larger than 11" x 17") and listing of proposed plant type, number, and sizes at planting and maturity (if applicable);
- Lighting plan (no larger than 11" x 17"), including lighting fixture specifications (if applicable);
- Building elevations (no larger than 24" x 36") for all sides;
- Sample of building materials and colors (may be referenced on building elevations or site plan); and,
- Photographs of site or existing building designs similar to proposed establishment (optional)

**Zoning Compliance Permit Requirements**

*The following documentation and fees must be submitted:*

- Building & Zoning Compliance Permit application, completed and signed;
- Copy of deed or plat/survey;
- Plot plan, drawn to scale and showing the following information: lot/tract dimensions, location and dimensions of all proposed and existing buildings and structures, driveways, parking, sidewalks, and open space and distances of all structures from front, side, and rear property lines (sample is available for reference);
- Copy of septic system site evaluation;
- Copy of approved Design Standards Review;
- Copy of drainage plan approval;
- For driveway off of state road, copy of State Entrance Permit;
- For driveway off of county road, copy of County Encroachment Permit;
- For driveway off of city street, copy of City approval letter; and,
- Copy of approved Variance and/or Conditional Use Permit (if applicable); and,
- Zoning Compliance Permit review fee (payable to Planning Commission).

***Upon issuance Zoning Compliance Permit, please take copy of the Zoning Compliance Permit to Nelson County Code Enforcement to complete the permitting process.***

**Late Fee Notice:**

**A late or "after the fact" fee will be assessed for any work started without the required approval and/or permit and for altering, amending, or revising an approved project without prior approval.**