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## CORRECTIONS & NOTIFICATION POLICY

*Updated: January 2026*

The Planning Commission policy regarding the notification of surrounding property owner for all zone change applications, major subdivision and development plan requests are as follows. The requirements below, unless otherwise stated, shall apply to all applications to the Planning Commission regardless of determination that the application is hearing/meeting exempt (ministerial) or hearing/meeting required. This policy does not replace but is in addition to any State law requirements.

### **Determination of Application Typology**

Pursuant to KRS 100.275, regulations regarding subdivision plats and development plans shall be applied ministerially. An exception from this requirement occurs in two circumstances:

1. Those such cases where an applicant or property owner requests a deviation (i.e. variance or waiver) from the established regulations, or
2. A determination by Planning Commission Staff, based upon the documents submitted with the application, that a solely ministerial review of the application is inappropriate.
3. All applications for a zoning map amendment (ZMA) shall not be considered a ministerial application and are required to comply with the requirements set forth in KRS 100 and this document.

### **Notification Policy for all applications to the Planning Commission:**

#### **1. Written Notification Letters**

- a. Notices shall be mailed via First Class Mail to all property owners within:
  - i. 500 feet for all applications within the Urban Service Boundary
  - ii. 1,000 feet for all applications outside of the Urban Service Boundary.
- b. The notification distance is to be measured from the edge of property (property line). The applicant shall use the Planning Office GIS department to create the required map and address list.
- c. A sample notification letter can be found on the following page. At minimum, the contents of the letter shall include the following:
  - i. Information about the application, including reference to the type of application (i.e., zone change, development plan or subdivision plat), property address and/or tax map and parcel number of the subject property, and case number.
  - ii. At least 1 sentence explaining the application submitted.
  - iii. Notify the recipient that an application has been filed within \_\_\_\_\_ feet (pursuant to item 1(a) of this section) of the project site.



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230 East Main Street, Georgetown KY 40324

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- iv. Application typology (ministerial, public hearing, or public meeting).
- v. Respective deadlines and recipient's options to provide public comment.
  - 1. For applications which are determined to be hearing/meeting exempt (ministerial review), the letter shall (1) Include a statement that written public comment is being collected for the application, and (2) reference the Letter of Staff Determination date for the application. Unless otherwise determined, the Planning Commission meeting date shall function as the date on or after a letter of determination from staff is sent to the applicant.
  - 2. For applications which are determined to be hearing/meeting required, the letter shall (1) Notify the recipient that the proposal is subject to a Planning Commission hearing/meeting, including the date, time, and location of the meeting, and (2) include a statement that written public comment is being collected for the application.
- vi. Contact information for the staff planner shall also be provided, including their full name, email address, and telephone number for the Planning Commission office.

d. Additional items of the envelope shall include

- i. An 11x17 sample copy of the plat, plan, or PUD to which the application pertains. This copy must be the corrections copy pursuant to TRC requests.
- ii. A printed copy of the Planning Office GIS base map illustrating the subject property.

e. Procedure:

- i. One (1) letter shall be addressed and mailed to the Planning Commission office.
- ii. Notification letters must use the Planning Commission office as the return address.
- iii. The notification letters must be mailed no less than fifteen (15) days prior to the hearing.
- iv. One copy of the notification letter, listing of surrounding property owners Planning Office GIS Property Map shall be submitted with the notarized "Compliance with the Corrections & Notification Policy" page found on the last page of this document.

f. If an application is postponed by the applicant after the required letters are sent out, it is the responsibility of the applicant to re-notify all property owners within the required notification boundaries the new date for the Letter of Staff Determination, public meeting, and/or public hearing.



## 2. Posted Notification Sign(s)

- a. At least one sign must be posted on the subject property. Additional signs may be required for instances of multiple driveways, road connections, or size of property. The location of the posted notification sign(s) shall be determined at the Technical Review Committee meeting.
- b. All notification signs must include the following information:
  - i. Date, time, and place of the meeting at which the proposal is to be considered,
  - ii. The nature of the proposal, including application type, acreage, zoning, lots, and/or building size (see table below for additional information), and
  - iii. The address and phone number of the Planning Office where further information is available.
- c. A red background letter shall be included in the background of the sign, with each determining the type of application filed. The sign title shall also include identification of the type of development plan or subdivision plat, such as "Preliminary", "Final", or "Amendment". A sample notification sign and required sizing can be found on the following page.

Application Type	Red Background Letter	Required Sign Title
Zone Change	"Z"	Zone Change Application
Development Plan	"D"	Development Plan
Subdivision Plat	"S"	Subdivision Plat

- d. Procedure
  - i. All posted notification sign(s) shall be on display no less than fifteen (15) days prior to the hearing, but not more than twenty-one (21) prior to the hearing. The applicant shall remove the posted sign within sixty (60) days of the final action at the public hearing. The day of the Planning Commission meeting shall be excluded when calculating the minimum number of days prior to the hearing during which notice must be given.
  - ii. One photo of each sign posted shall be submitted with the notarized "Compliance with the Corrections & Notification Policy" page found on the last page of this document.
- e. If an application is postponed by the applicant after the required sign(s) are posted, it is the responsibility of the applicant to correct the sign with the new date for the Letter of Staff Determination, public meeting, and/or public hearing.

## 3. Legal notices advertised in the local newspaper

- a. **For zone change applications only** (standard zone change, planned unit developments, and/or cluster subdivisions), legal notices for the public hearing must be advertised in the local print newspaper. A sample legal notice can be found on the following page.
- b. Procedure:
  - i. All required public notices shall be taken out no less than seven (7) days but no more than twenty-one (21) days prior to the hearing. The legal notice shall be delivered to the paper for publishing at least fourteen (14) days in advance of the public hearing.



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- ii. Proof of public notice printing, including the projected date of publication of the notice, shall be submitted with the notarized "Compliance with the Corrections & Notification Policy" page found on the last page of this document.
- c. If an application is postponed by the applicant after the legal notice is advertised, it is the responsibility of the applicant to re-notify via legal notice with the new date for the public hearing.

**Corrections & Notification Policy Deadline Requirements:**

The Planning Commission hereby requires all applications to comply with the following policies regarding notification of adjoining property owners of an application submittal. At or before the corrections deadline, a form located on the final page of this document shall be submitted with the following items included

- 1. Property Tax & Code Enforcement Compliance form.
- 2. Three (3) full-sized and three (3) 11x17 reduced size copies of all plats or plans.
- 3. Digital versions of plats and plans.
- 4. Complied and notarized "Compliance with Corrections & Notification Policy" sheet (Reference the final page in this packet for requirements.
  - a. The contents of the compliance document shall include:
    - i. A picture of the posted sign, including the date of installation;
    - ii. A copy of the mailing list;
    - iii. A copy of the Planning Office GIS map used to identify parcels and mailing addresses;
    - iv. A copy of the mailed letter; and
    - v. Where necessary, a copy of the published notice in the newspaper showing the date of publication (applicable for zone change applications only)
  - b. A notarized confirmation of compliance with policy document (found on the final page of this document) shall be provided confirming compliance with the regulations.

The following pages contain example letters, signage, and public notices which include all required designs and information. Prior to mailing, posting, or advertising for a Planning Commission application, all applicants must first send all drafts to the assigned staff planner for a review of compliance with the requirements set forth in this document and all applicable local and state regulations. Failure to comply with the requirements set forth may result in re-notification or postponement of an application at the cost of the applicant.



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## Sample Notification Letter

The following are examples of required letters. Prior to printing any letters, send drafts to the assigned staff planner for compliance check.

### Board Review (Public Meeting Required) Application

February 19, 2018

Mr. & Mrs. John Q. Public  
123 Any Street  
Georgetown, Kentucky 40324

RE: NOTICE OF PUBLIC MEETING REQUIRED APPLICATION

Dear Property Owner:

The Georgetown-Scott County Planning Commission will consider the preliminary development request for the **Arnold Property (PDP-2018-20) for 20 single-family attached (townhomes)** located at **125 Depot Street**. The proposal is for a second phase of residences west of the existing neighborhood accessed by Depot Street. A copy of the proposed development plan has been included in this envelope. You are being notified because you own property within 500 feet of the project site.

Pursuant to KRS 100.275, this application is being considered public meeting required. The Planning Commission will consider this application at their March 13, 2018, public meeting. This meeting will be held at 6:00 p.m. in the Scott County Courthouse, 3rd Floor Courtroom (101 East Main Street, Georgetown KY 40324).

All interested persons are invited to attend the Planning Commission meeting. In addition to the public meeting, public comment is also accepted regarding the request. Comment shall be written and shall be submitted to the staff planner ([planner name and email](#)) or through the Georgetown-Scott County Planning Commission website no later than one (1) day prior to the determination date. For more information, contact the Planning Commission Office at (502) 867-3701.

Sincerely,

M.T. Lott  
Applicant

### Board Review (Public Hearing Required) Application

February 19, 2018

Mr. & Mrs. John Q. Public  
123 Any Street  
Georgetown, Kentucky 40324

RE: NOTICE OF PUBLIC MEETING

Dear Property Owner:

The Georgetown-Scott County Planning Commission will consider a zoning map amendment for the **McAdams Property (ZMA-2018-49)** from B-1 (Neighborhood Commercial) to B-5 (General Commercial Park) located at **South Young Street**. The concept is for a new shared retail space and grocery store. A copy of the concept plan has been included in this envelope. You are being notified because you own property within 500 feet of the project site.

Pursuant to KRS 100.275, this application is being considered public hearing required. The Planning Commission will consider this application at their March 13, 2018, public meeting. This meeting will be held at 6:00 p.m. in the Scott County Courthouse, 3rd Floor Courtroom (101 East Main Street, Georgetown KY 40324).

All interested persons are invited to attend the Planning Commission meeting. In addition to the public hearing, public comment is also accepted regarding the application. Comment shall be written and shall be submitted to the staff planner ([planner name and email](#)) or through the Georgetown-Scott County Planning Commission website no later than one (1) day prior to the determination date. For more information, contact the Planning Commission Office at (502) 867-3701.

Sincerely,

M.T. Lott  
Applicant

### Ministerial Review (Meeting Exempt) Application

February 19, 2018

Mr. & Mrs. John Q. Public  
123 Any Street  
Georgetown, Kentucky 40324

RE: NOTICE OF MINISTERIAL APPLICATION

Dear Property Owner:

The Georgetown-Scott County Planning Commission will consider the final subdivision request for the **Cross Property (FSP-2018-15) for the purposes of subdivision two (2) 5-acre parcels from a 67-acre farm** located at **1205 Stephanie Pike**. A copy of the proposed subdivision has been included in this envelope. You are being notified because you own property within 1,000 feet of the project site.

Pursuant to KRS 100.275, the application is being considered ministerial and is therefore meeting exempt. A letter of determination regarding the case will be issued on or after March 13, 2018.

Prior to the determination date, all interested persons are invited to comment on the application. Comment shall be written and shall be submitted to the staff planner ([planner name and email](#)) or through the Georgetown-Scott County Planning Commission website no later than one (1) day prior to the determination date. For more information, contact the Planning Commission Office at (502) 867-3701.

Sincerely,

M.T. Lott  
Applicant



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## Sample Notification Sign

The following are examples of required signage. Prior to printing any signs, send drafts to the assigned staff planner for compliance check.

### Board Review (Public Meeting Required) Application



### Board Review (Public Hearing Required) Application



### Ministerial Review (Meeting Exempt) Application





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## **Sample Legal Notice**

### **Board Review (Public Hearing Required) Application**

#### **Public Hearing for Zone Change of Property on Smith Depot Street in Sadieville**

NOTICE OF PUBLIC HEARING is hereby given that the Georgetown-Scott County Planning Commission will hold a public hearing on Thursday March 13, 2018, at 6:00pm in the Fiscal Court Room, SC Courthouse, 101 East Main Street, Georgetown Kentucky 40324.

The Planning Commission will hear comments about the Zone Change Application for a zone map amendment from Agricultural (A-1) to Community Commercial (B-4) for the Johnson Property a 2.79-acre property located at or around 458 Smith Depot Street, Sadieville KY 40370. All interested parties are invited to comment. Contact the Planning Commission (502-867-3701, 230 East Main Street Georgetown KY 40324) for more information.

## **CONFIRMATION OF COMPLIANCE WITH CORRECTIONS & NOTIFICATION POLICY**

**Due on: \_\_\_\_\_ (corrections deadline)**

This certifies that \_\_\_\_\_ (Applicant) representing case number \_\_\_\_\_ to the Georgetown-Scott County Planning Commission has read, understood, and complied with all sections of the Notification Policy.

- i. The notification letters were sent on \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date).
- ii. The sign was posted on \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date).
- iii. If required (zone changes only), a legal notice was delivered to the Georgetown News Graphic at least fourteen (14) days in advance of the public hearing for publication 7-21 days prior to public hearing.
  - Legal notice was delivered on \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date).
  - Legal notice publishing date \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date).

Additionally, I/we are providing copies of the following to the Planning Commission:

1. Three (3) full sized and three (3) 11x17 reduced sets of all plats and plans
2. Digital submittal of all plats and plans
3. A notarized confirmation of compliance with the GSCPC notification (this form);
4. A picture of the posted sign, including the date of installation;
5. A copy of the mailing list;
6. A copy of the Planning Office GIS map used to identify parcels and mailing addresses;
7. A copy of the mailed letter; and



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8. Where necessary, a copy of the published notice in the newspaper showing the date of publication (applicable for zone change applications only). For notices to be published after this form is due (corrections deadline), the printed copy may be submitted separately at a later date, but prior to the public hearing.

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Owner or Owner's Agent\*

SUBSCRIBED AND SWEARN to before me by \_\_\_\_\_, Applicant,  
on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Notary Public  
State at Large

\*Owner's Agent must be verified by notarized letter from the owner indicating the appointment of the agent.