



# GEORGETOWN - SCOTT COUNTY PLANNING COMMISSION

DEVELOPMENT SERVICES BUILDING  
230 E. MAIN STREET  
GEORGETOWN, KENTUCKY 40324

## NOTIFICATION POLICY

Updated: February 2025

The Planning Commission policy regarding surrounding property owner notifications for all major subdivision and development plan requests (those heard by the Planning Commission at its monthly meeting) is as follows. This policy does not replace but is in addition to any State law requirements:

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

1. Written notification letters should be mailed by first class mail to all property owners within:
  - a. 500 feet for all applications within the Urban Service Boundary;
  - b. 1,000 feet for all applications outside of the Urban Service Boundary.

The notification distance is to be measured from the edge of property (property line). Applicant shall use the Planning Office GIS department to create the required map and address list. Notices shall include 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, Planning Office GIS base map illustrating the subject property, date, time, and location of the Planning Commission hearing, and a telephone number where more information can be obtained (i.e., the Planning Commission office phone number). Notices shall be mailed via First Class Mail. A copy of the notification, listing of surrounding property owners (noting all that received a copy), copy of the Planning Office GIS Property Map indicating the subject property and the prescribed radius shall be submitted as part of the applicant's notification packet. The notification letters must be mailed no less than fourteen (14) days prior to the hearing.

A sample notification letter can be found on the following page.

2. Posted notification signs shall be on display no less than fourteen (14) 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.

The sign and notice shall inform the recipient of the:

- a. Date, time, and place of the meeting at which the proposal is to be considered,
- b. The nature of the proposal, including application type, acreage, zoning, lots, and/or building size (see table below for additional information), and
- c. The address and phone number of the Planning Office where further information is available.

Sign Content by Application Type	Red Background Letter	Required Sign Title
Zone Change and/or Cluster	"Z"	"Zoning Change Application"
Subdivision Plat	"S"	"Subdivision Plat Application"
Development Plan	"D"	"Development Plan Application"

A sample notification sign and required sizing can be found on the following page.

3. **For zone change applications only** (standard zone change and cluster subdivisions), legal notices are required to be advertised in the local newspaper 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.

## SAMPLE NOTIFICATION LETTER

January 23, 2006

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 the preliminary subdivision request for the **Snyder Property (PSP-2006-150) for 75 single-family residential lots** located at **120 Any Street**. The Planning Commission will consider this application at their February 9, 2006, public meeting. This meeting will be held at 6:00 p.m. in the Scott County Courthouse, 3rd Floor Courtroom.

All interested persons are invited to attend. For more information, contact the Planning Commission Office at (502) 867-3701.

Sincerely,

M.T. Lott  
Applicant

### SAMPLE NOTIFICATION SIGN

NOTICE  
**ZONING CHANGE APPLICATION**  
FOR THIS PROPERTY CONTAINING 2.79+/- ACRES  
**FROM A-1 to B-2**  
PUBLIC HEARING  
THURSDAY, MARCH 27, 2008, at 6:00 p.m.  
FISCAL COURT ROOM, S.C. COURTHOUSE, GEORGETOWN, KY  
FOR INFO, CONTACT PLANNING COMMISSION: 502-867-3701

#### Sign Specifications:

Sign size shall be a minimum of 24" x 36".

Title and classification change/description lettering shall be a minimum of 3" in height.

All other lettering shall be a minimum of 1" in height.

### SUBMISSIONS TO PLANNING COMMISSION

Applicant shall provide documentation of the notice requirements of the public hearing **by the Planning Commission Application Corrections Deadline Date** as follows:

A copy of the application with:

- 1) A notarized confirmation of compliance with the GSCPC notification (A form shall be provided to applicant at TRC meeting)
- 2) A picture of the posted sign, including the date of installation;
- 3) A copy of the mailing list;
- 4) A copy of the Planning Office GIS map used to identify parcels and mailing addresses;
- 5) A copy of the mailed letter; and
- 6) Where necessary, a copy of the published notice in the newspaper showing the date of publication (applicable for zone change applications only)



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**CONFIRMATION OF COMPLIANCE  
WITH 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.

- The notification letters were sent on ..... (Date).
- The sign was posted on ..... (Date).
- 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).

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

- 1) A notarized confirmation of compliance with the GSCPC notification (this form);
- 2) A picture of the posted sign, including the date of installation;
- 3) A copy of the mailing list;
- 4) A copy of the Planning Office GIS map used to identify parcels and mailing addresses;
- 5) A copy of the mailed letter; and
- 6) 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.

\_\_\_\_\_  
Owner or Owner's Agent\*

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

\_\_\_\_\_  
Notary Public  
State at Large

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