



All applicants to the Planning Commission, City of Georgetown or Scott County Board of Adjustment, or other boards coordinated through the Planning Commission must be in compliance with all local government agencies regarding taxes, code, and business licensing. Submittal of a completed "Confirmation of Property Tax & Code Enforcement" form by all appropriate deadlines prior to their scheduled hearing date or risk postponement until this form is complete.

Purpose:

- Scott County and the cities of Georgetown, Sadieville, and Stamping Ground have passed an ordinance requiring all Applicants be in good standing with all local government agencies and to have no delinquent taxes or violations before they can receive approval from any other department. The attached form is used to confirm that you are complying with this regulation and that your application can be heard by the Board of Adjustment.

Requirements:

- You are responsible for completing the attached form and returning it to the Planning Office with signatures from all agencies and applicable City Clerks no later than one (1) week after the filing deadline date prior to your scheduled Board of Adjustment meeting (or the corrections deadline prior to your scheduled PC Board meeting). Failure to comply with this requirement will result in postponement.
- If you ("Applicant") are not the property owner, both you ("Applicant") and the property owner must submit completed forms for any/all properties and LLCs operated in the community.

Breakdown

1. The first section of the form must be filled out and signed by the applicant/property owner to self-report that all Scott County property taxes have been paid.
 - *You do not need to contact the Scott County Clerk's office to complete this section. This is a self-certification.*
2. The second section requires the signature from the City Clerks to verify that all municipal property taxes have been paid. If the property owner or applicant owns property within any of the municipalities, you must contact the respective city clerk and receive their signatures in their designated area.
 - *If you do not own property within the city limits of the municipality in question, you are not required to contact them to sign the form. Please write "n/a" for where the applicant/property owner does not own property.*
 - Contact Information for the cities are listed here:
 - Georgetown: 502-863-9800
 - 629 North Broadway, Georgetown (Location during renovation of City Hall)



- Staff Contact: Tracie Hoffman; tracie.hoffman@georgetownky.gov
- Stamping Ground: 502-535-6114
 - 3374 Main Street, Stamping Ground
 - Staff Contact: Emily Helton; cityofstampingground@gmail.com
- Sadieville: 502-857-4576
 - 605 Pike Street, Sadieville
 - Staff Contact: Laura Centers; laura.centers@sadievilleky.gov

Regardless of whether an applicant or property owner owns land in city limits, the following two items must be completed:

3. The third section requires the signature from the Code Enforcement Department to verify that the applicant/owner does not have any ongoing violations such as property maintenance, nuisances, or tall grass.
 - Phone: 502-603-5844
 - 125 W. Clinton Street, Georgetown
 - Staff Contact: Sam Waite; sam.waite@georgetownky.gov
4. The fourth section requires the signature from the Revenue Commission to verify that all business licenses and taxes are up to date. We recommend getting in touch with the Revenue Commission early in the process in case they require additional information.
 - Phone: 502-603-5860
 - 1000 W. Main Street, Suite 8, Georgetown
 - Staff Contact: Tammie Cool; tcool@gscvenue.com

Applications that do not have a completed form by all necessary individuals will not be considered at the meeting date and will be postponed until that form is completed. **As a reminder**, this form must be completed and returned to the Planning Office (230 E Main Street, Georgetown KY 40324) by the following date:

Projected Hearing Date: _____

Date Due Back: _____

Which is (circle one): Mail Notices Date (BOA)

Corrections Deadline (PC)