

ADDITIONS, ACCESSORY STRUCTURES, FENCES, SIGNS

The following is a list of requirements to be submitted for additions to a single-family residence, accessory structures, fences, and signs:

- A completely filled out zoning/building/electrical permit application
- An affidavit, pursuant to KRS 342.610 (5), either Individual or Corporate/Partnership, or proof of Kentucky's Worker's Compensation Insurance, if we do not have one on file
- A copy of your contractor's Occupational License for the county/city where the work is being performed
- A copy of your Land Disturbance Permit, issued by the Sanitation District No. 1 (if applicable)
- Two copies of your site plan, indicating:
 - Location of all existing and proposed easements
 - Identification of any street adjacent to the property
 - Proposed or existing septic tank, leach field or other septic system shall be shown to scale
 - Property lines with bearings and dimensions
 - Location of existing and proposed building(s) and uses along with the distance from the existing and proposed building to the front and/or right of way lines, side and rear lines
 - Location of driveway, sidewalks, and other off street parking areas as well as type of surfacing used
 - Provisions for erosion control, hillside slippage and sedimentation, indicating the temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading and construction
 - Water drainage and grading lines
 - The existing and proposed topography, shown by contours with intervals not to exceed five feet. The Northern Kentucky Area Planning Commission can produce a topography map for you at a reasonable cost. The applicant must then place (draw) the proposed structure on the topo map
- Two sets of building plans (three sets are required if you are building over 400 square feet of building area)