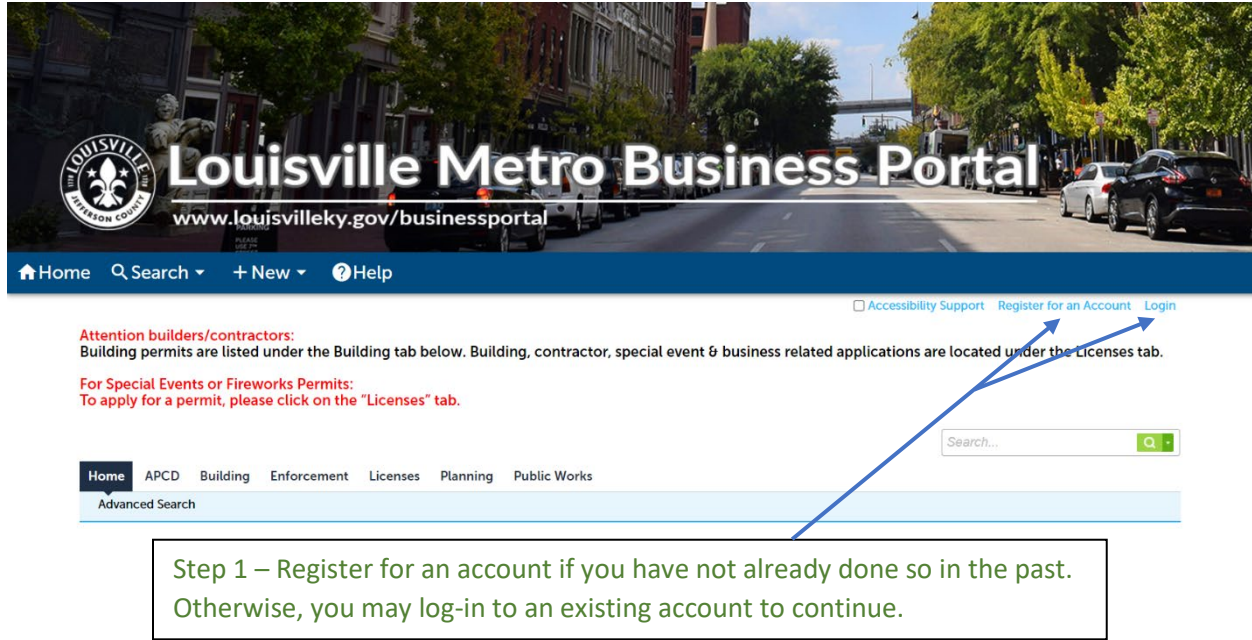


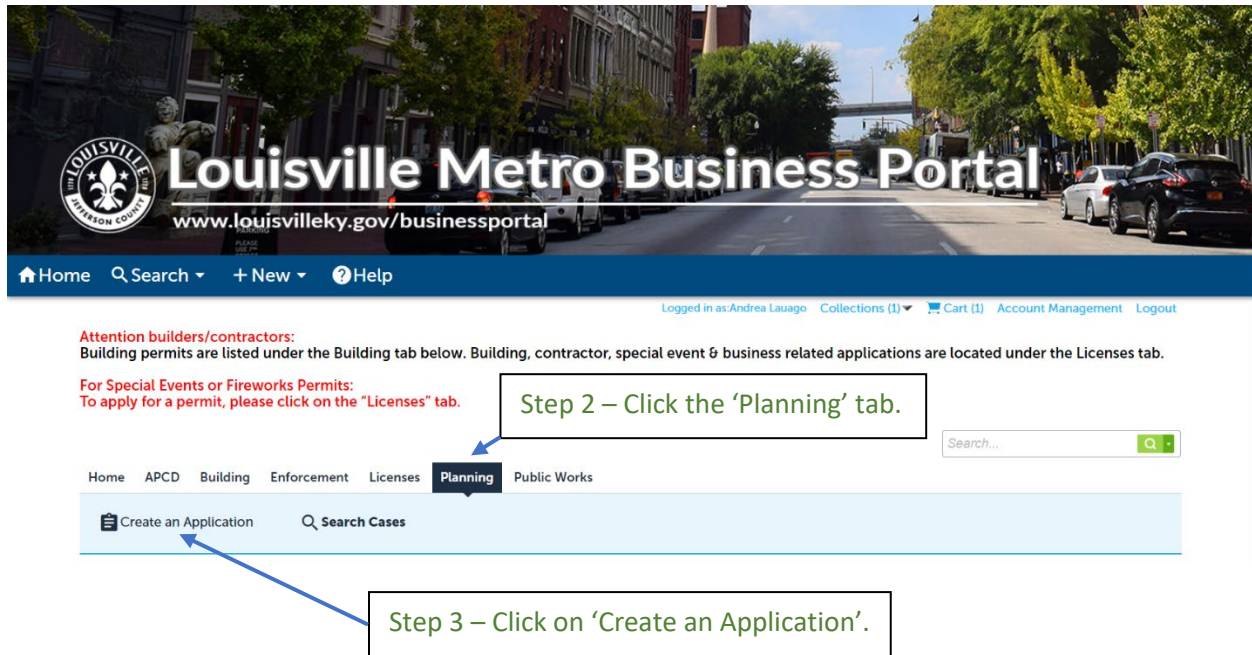
Submitting Applications Online

Go to the Louisville Metro Business Portal at: <https://aca-louisville.accela.com/ljcmg/Default.aspx>.



The screenshot shows the homepage of the Louisville Metro Business Portal. At the top, there is a navigation bar with 'Home', 'Search', '+ New', and 'Help'. Below this, there are links for 'Accessibility Support', 'Register for an Account', and 'Login'. A search bar is also present. The main content area features a navigation menu with 'Home', 'APCD', 'Building', 'Enforcement', 'Licenses', 'Planning', and 'Public Works'. A blue box with a white border and a black outline contains the text: 'Step 1 – Register for an account if you have not already done so in the past. Otherwise, you may log-in to an existing account to continue.' Two blue arrows point from this box to the 'Register for an Account' and 'Login' links in the top right corner.

Step 1 – Register for an account if you have not already done so in the past. Otherwise, you may log-in to an existing account to continue.



The screenshot shows the same homepage, but with the 'Planning' tab selected in the navigation menu. The top right corner now shows 'Logged in as: Andrea Lauago', 'Collections (1)', 'Cart (1)', 'Account Management', and 'Logout'. A blue box with a white border and a black outline contains the text: 'Step 2 – Click the ‘Planning’ tab.' A blue arrow points from this box to the 'Planning' tab in the navigation menu. Below the navigation menu, there is a light blue bar with 'Create an Application' and 'Search Cases'. A blue box with a white border and a black outline contains the text: 'Step 3 – Click on ‘Create an Application’.' A blue arrow points from this box to the 'Create an Application' link.

Step 2 – Click the ‘Planning’ tab.

Step 3 – Click on ‘Create an Application’.

Submitting Applications Online

The screenshot shows the Louisville Metro Business Portal website. At the top, there is a navigation bar with 'Home', 'Search', '+ New', and 'Help'. Below this, a blue banner contains the text 'Louisville Metro Business Portal' and the URL 'www.louisvilleky.gov/businessportal'. A secondary navigation bar includes 'Home', 'APCD', 'Building', 'Enforcement', 'Licenses', 'Planning' (highlighted), and 'Public Works'. A search bar is located on the right side of the banner.

Below the navigation, there is a section titled 'Create an Application' with a search bar for cases. The main content area is titled 'Online Planning Application Submittal' and includes a welcome message and a disclaimer. A checkbox labeled 'I have read and accepted the above terms.' is present, with a blue arrow pointing to it from a text box. Below the checkbox is a blue button labeled 'Continue Application »', with another blue arrow pointing to it from a text box.

Attention builders/contractors:
Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

For Special Events or Fireworks Permits:
To apply for a permit, please click on the "Licenses" tab.

Home APCD Building Enforcement Licenses **Planning** Public Works

Create an Application Search Cases

Online Planning Application Submittal

Welcome to the Online Planning Application System. Using this system you can submit your application, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

Step 4 – Read the disclaimer and then click the box labeled 'I have read and accepted the above terms'.

Step 5 – Click 'Continue Application'.

Submitting Applications Online

Home APCD Building Enforcement Licenses **Planning** Public Works

Search...

Create an Application Search Cases

Select a Record Type

Choose one of the following available applications. For assistance, or to apply for a case type not listed below please contact us at (502) 574-6230.

Search

- Planning
- Amendment to Binding Element
- Appeal
- Category 2B
- Category 3
- Cell Tower
- Certificate of Appropriateness
- Change in Zoning-Form District
- Change in Zoning-Form District Pre-Application
- Community Facility Review
- Conditional Use Permit
- Conditional Use Permit Pre-Application
- District Development Plan
- Extension of Expiration
- Floyds Fork Overlay Review
- Landscape Plan
- LDC Waiver
- Major Subdivision
- Minor Plat
- Modified Conditional Use Permit
- Modified Variance
- Nonconforming Rights
- Overlay Permit
- Parking Waiver
- Record Plat
- Revised Major Subdivision
- Sign Authorization
- Sign Permit
- Sign Plan
- Street Closure
- Street Closure Pre-Application
- Temporary Activity Permit
- Variance
- Zoning Certification
- Zoning Confirmation

Continue Application >

Step 6 – Click on 'Planning' and the drop-down menu will appear as pictured.

Step 7 – Click the circle next to the appropriate application.

Step 8 – Click 'Continue Application'.

Home APCD Building Enforcement Licenses **Planning** Public Works

Create an Application Search Cases

Zoning Confirmation

1 Location & People 2 Application Details 3 Documents 4 Review 5 Pay Fees 6

Step 1: Location & People > Location Information

A zoning confirmation is provided for applicants seeking local/state licenses for Commercial Daycares, Vehicle Dealers, Tattoo Parlors, and Alcohol Beverage Control (ABC).

* indicates a required field.

Address

Please enter Street Address or Parcel ID Number of subject property and click the Search button. The Owner information will automatically generate from PVA records.

*Street No.: Direction: *Street Name: Street Type:

Unit Type: Unit No.: *Zip:

Search Clear

Step 9 – Fill out Street No. (Number) and Street Name.

Step 10 – Click 'Search'. This should allow for the rest of the page to be auto-completed.

If the address is not recognized, you will either need to try another address associated with the property or go to the next box and enter the Parcel number and click Search. If you need help finding the Parcel number or getting past this page, please call our offices at 502-574-6230 and press 1.

Submitting Applications Online

Owner

Owner Name:

Address Line 1:

Address Line 2:

City: State: Zip:

Country:

Save and resume later

Continue Application »

Step 11 – Scroll to the bottom of the page. Ensure that the information provided in each bubble is correct. When done, click on 'Continue Application'.

Home APCD Building Enforcement Licenses **Planning** Public Works

Create an Application

Search Cases

Zoning Confirmation

1 Location & People

2 Application Details

3 Documents

4 Review

5 Pay Fees

6

Step 1: Location & People > Applicant Information

An applicant is required, please enter the information below. If you are the applicant, use the 'Select from Account' option to copy your contact information from your registration. Click on the 'Add New' button to add new and additional contacts for this application.

* indicates a required field.

Contact List

Enter contact information, the Applicant information is required. If you are submitting this application, use 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Select from Account

Add New

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Save and resume later

Continue Application »

Step 12 – If you want to use the same information used to Register your Account, click on 'Select from Account'. A box will pop up for you to choose Associated Contact or Property Owner. Choose 'Associated Contact' and Click 'Continue'. Then, it will ask you to select a Contact Type. Open the dropdown and choose 'Applicant' as the type and click 'Continue'.

If you want to use different Contact info than your account, click on 'Add New' and enter all information.

Step 13 – Click 'Continue Application' when finished.

Submitting Applications Online

Home APCD Building Enforcement Licenses **Planning** Public Works

Create an Application Search Cases

Zoning Confirmation

1 Location & People 2 Application Details 3 Documents 4 Review 5 Pay Fees 6

Step 3: Documents > Attachments

This application does NOT require you to upload specific documents.

If you do not have any documents to upload, click on Continue Application.

Click the Add button below to upload documents.

Step 14 – Upload the necessary documents for your application. They are listed in red and vary based on the application. Use the 'Add' button to do so.

Attachment

All documents must be in PDF format, flattened with no layers or comments
All documents must be print ready
Page sizes must be standard sizes
All documents must have proper naming convention (title of document) (See Document Submittal Standards link below)

[Click here to view all document submittal standards](#)

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpt;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;stb;shb;sys;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.							

Select from Account

Add

Save and resume later

Step 15 – Click 'Continue Application'.

Continue Application »

I hereby certify that I am the owner of property subject of this application, or that I am authorized to submit this application on behalf of the owner(s) of the property. I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

Step 16 – Read the text. Click the box labeled 'By checking this box, I agree to the above certification'.

Step 17 – Click 'Continue Application'.

Submitting Applications Online

Home APCD Building Enforcement Licenses **Planning** Public Works

Create an Application Search Cases

Zoning Confirmation



Step 5: Pay Fees

Listed below are the preliminary fees based upon the information you have entered. The following screen will display your total fees which must be paid before staff can begin the development review process.

Application Fees

Fees	Qty.	Amount
Zoning Confirmation Application Fee	1	\$25.00

TOTAL FEES: \$25.00

[Check Out »](#)

Step 18 – You will now be prompted to pay the associated fee for your application. Click ‘Check Out’ and continue following the instructions given.