

# Certificate of Compliance Guideline

Through the process described below, the City Commission of Seneca Gardens grants “Certificates of Compliance” to homeowners making alterations and/or additions to their properties. The City of Seneca Gardens is on record with the Louisville Metro Planning and Zoning Office. Therefore, a “Certificate of Compliance” must be obtained prior to an application for a building permit from Louisville Metro.

The following is a checklist of required items to be submitted for a “Certificate of Compliance.”

- \_\_\_\_\_ Completed application for a “Certificate of Compliance”
- \_\_\_\_\_ Permit fee of \$500 (check to be made out to “City of Seneca Gardens”)
- \_\_\_\_\_ Photos of all sides of the house
- \_\_\_\_\_ Two (2) copies of architectural drawings prepared by a professional draftsman or Architect. The following drawings shall include at a minimum;
  - Plans of all floors that will be affected and proposed at a scale of  $\frac{1}{4}''=1'-0''$
  - Exterior Elevations of all sides of addition or remodel indicating existing versus new/proposed at a scale of  $\frac{1}{4}''=1'-0''$ 
    - Indicate proposed materials
    - Roof pitch
- \_\_\_\_\_ Plat of Survey to scale on paper no less than  $8\frac{1}{2}'' \times 11''$  that includes the following, including dimensions of all elements
  - Entire lot outline
  - Front, Rear, and Side yard setbacks
  - Any and all easements
  - Existing structures
  - Proposed structures
  - Distances between structures
  - Distances from structures to property lines

All drawings must be clear and concise, showing all aspects of the finished home. For guidance, please see the set of desired drawings that are attached hereto as an exhibit. The City of Seneca Gardens reserves the right to refuse drawings that do not adequately show the clearly defined and intended result. We encourage homeowners and/or contractors to contact the SG Board with any questions.

Upon submittal of all required information, the Commission and the City Architect will review the material and notify the applicant of their decision within one (1) week of the date received.

Homeowners are required to notify the board immediately if they make changes to any approved project and at that time will be required to obtain approval for any and all modifications to previously approved plans.

# Application for Certificate of Compliance



SG Commissioner - Director of Building  
2515 Meadow Rd, Seneca Gardens, KY 40205

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Address of Subject Property: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

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Owner: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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Architect or Professional Draftsman: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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Detailed description of work to be done:

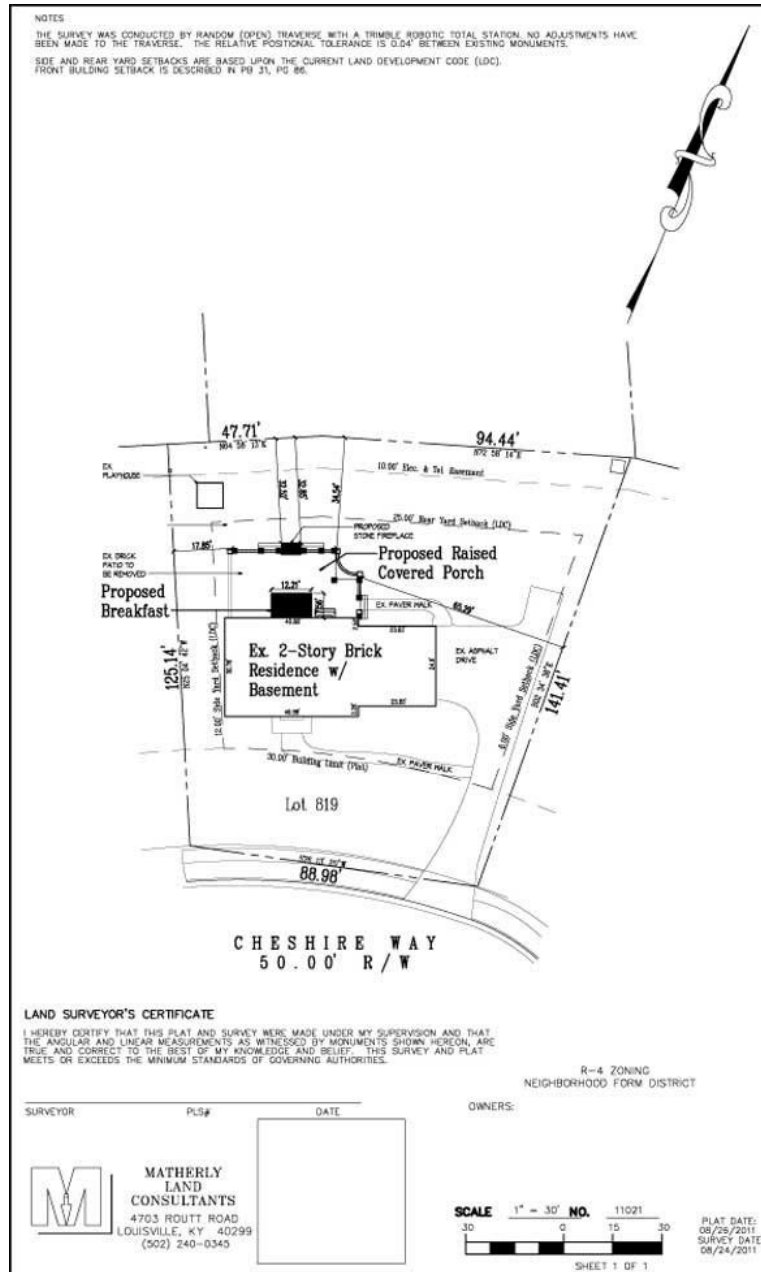
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I acknowledge that all information submitted is correct and I understand that any modifications to these plans must be reported to the SG Board in a timely manner. If changes are made to any approved plans, I understand that I must request approval from the City of Seneca Gardens to proceed with these changes.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

# Example of Required Drawings

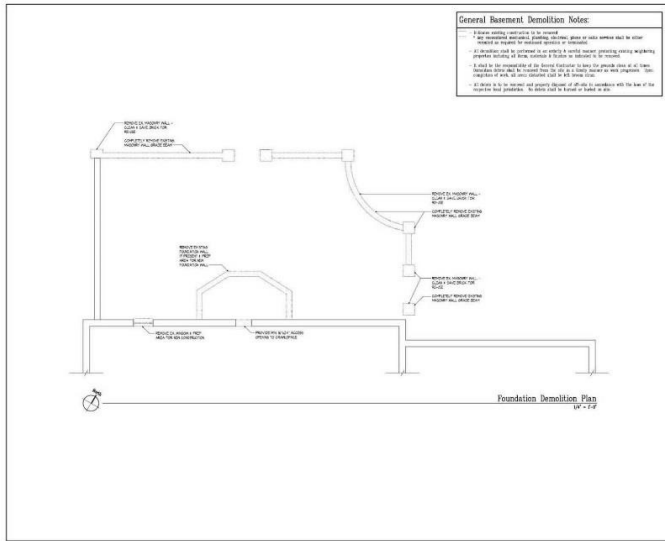


## Plat of Survey

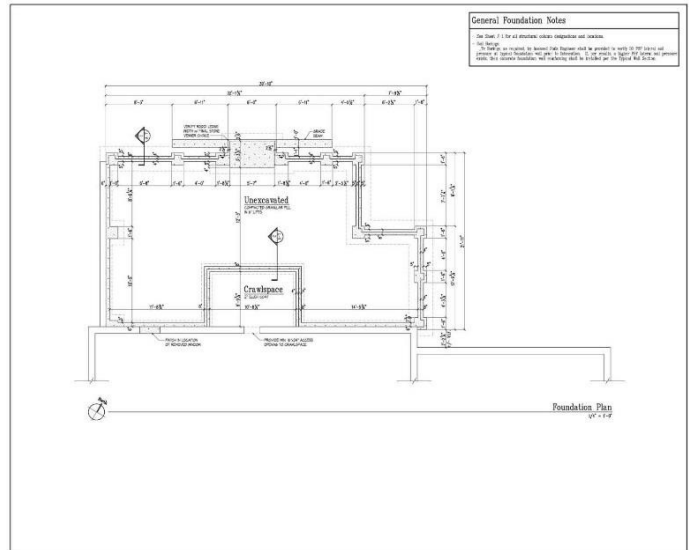
- Per Metro Louisville, maximum Lot Coverage  $\leq$  30% of total lot area

Example:

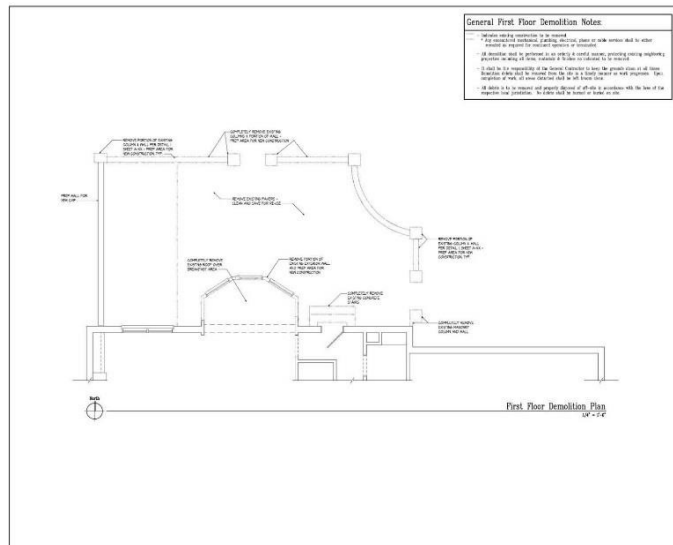
- Total Lot Area: 15,298.10 sq. ft.
- Max. Lot Coverage: 4,589.43 sq. ft.
  
- Existing Lot Coverage: 1,918.52 sq. ft.
- Proposed Lot Coverage: 2,653.06 sq. ft.



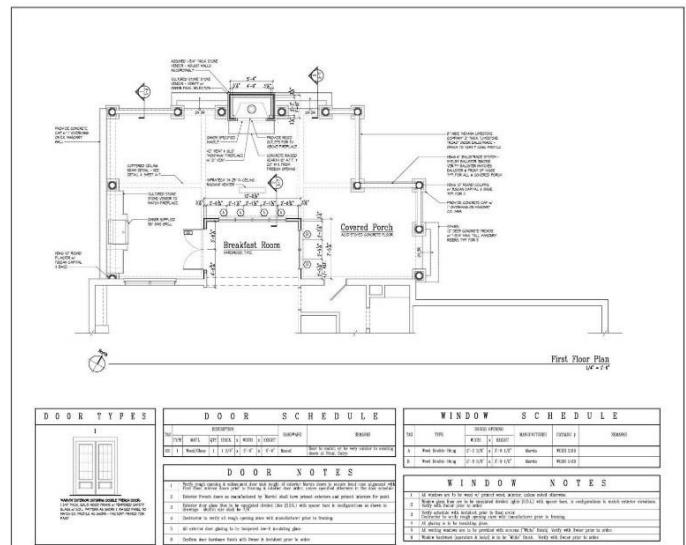
Existing Foundation/Basement Plan



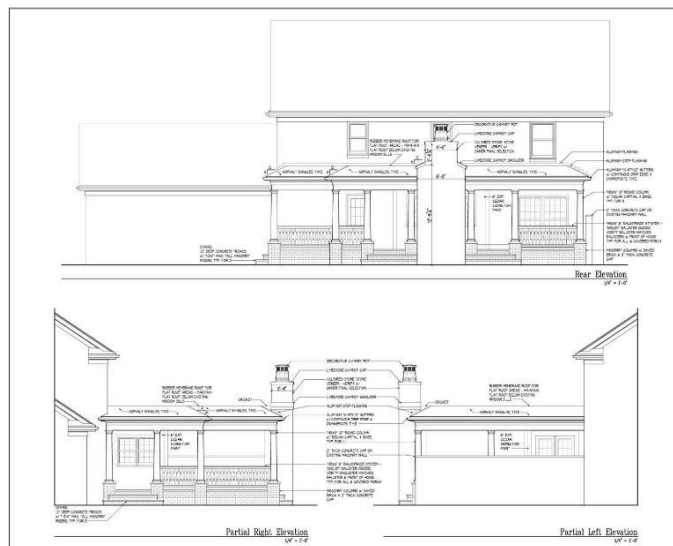
Proposed Foundation/Basement Plan



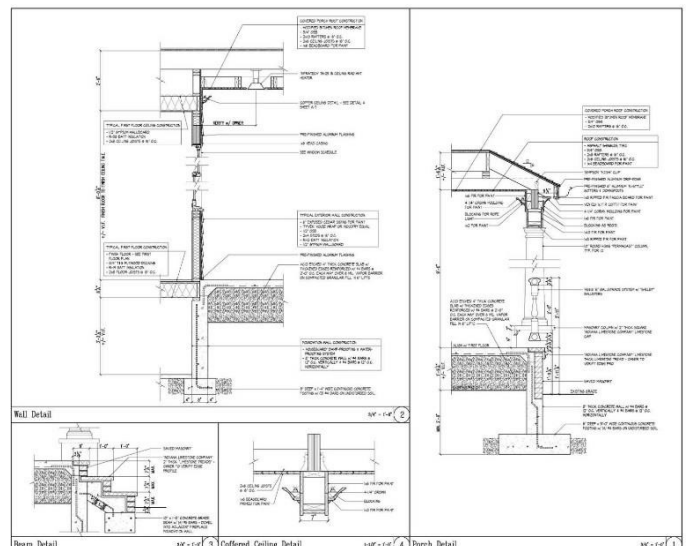
Existing First Floor Plan



Proposed First Floor Plan



Elevations of all sides of Addition



Details showing material to be used