

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 “Seneca Gardens”)

_____ Photos of all sides of the house

_____ Architectural Drawings

- One (1) electronic format (PDF) or Two (2) paper 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 ¼”=1’-0”
 - o Indicate or depict existing vs. new
- Exterior Elevations of all sides of addition or remodel indicating existing versus new/proposed at a scale of ¼”=1’-0”
 - o Indicate proposed materials
 - o Roof pitch
 - o Window sizes
- Wall section/detail(s)
 - o Indicate proposed materials
 - o Roof pitch
 - o Heights of structure

_____ Plat of Survey (*required only if footprint of building is changing, or additional structures added to property*)

- Plat of Survey to scale on paper no less than 8 ½” x 11” that includes the following, including dimensions of all elements

- | | |
|---------------------------------------|---|
| - Entire lot outline | - Proposed structures |
| - Front, Rear, and Side yard setbacks | - Distances between structures |
| - Any and all easements | - Distances from structures to property lines |
| - Existing structures | |

All drawings must be clear and concise, showing all aspects of the finished work. 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 call Andrea Diebold 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.



Application for Certificate of Compliance

City Engineer, Director of Building
2319 Broadmeade Road
Seneca Gardens, KY 40205

Date of Application: _____

Address of Subject Property: _____

Existing Use: _____ Proposed Use: _____

Estimated Cost of Construction: _____

Owner: _____ E-mail Address: _____

Address: _____ Phone: _____

Contractor: _____ E-mail Address: _____

Address: _____ Phone: _____

Architect or Professional Draftsman: _____

E-mail Address: _____ Phone: _____

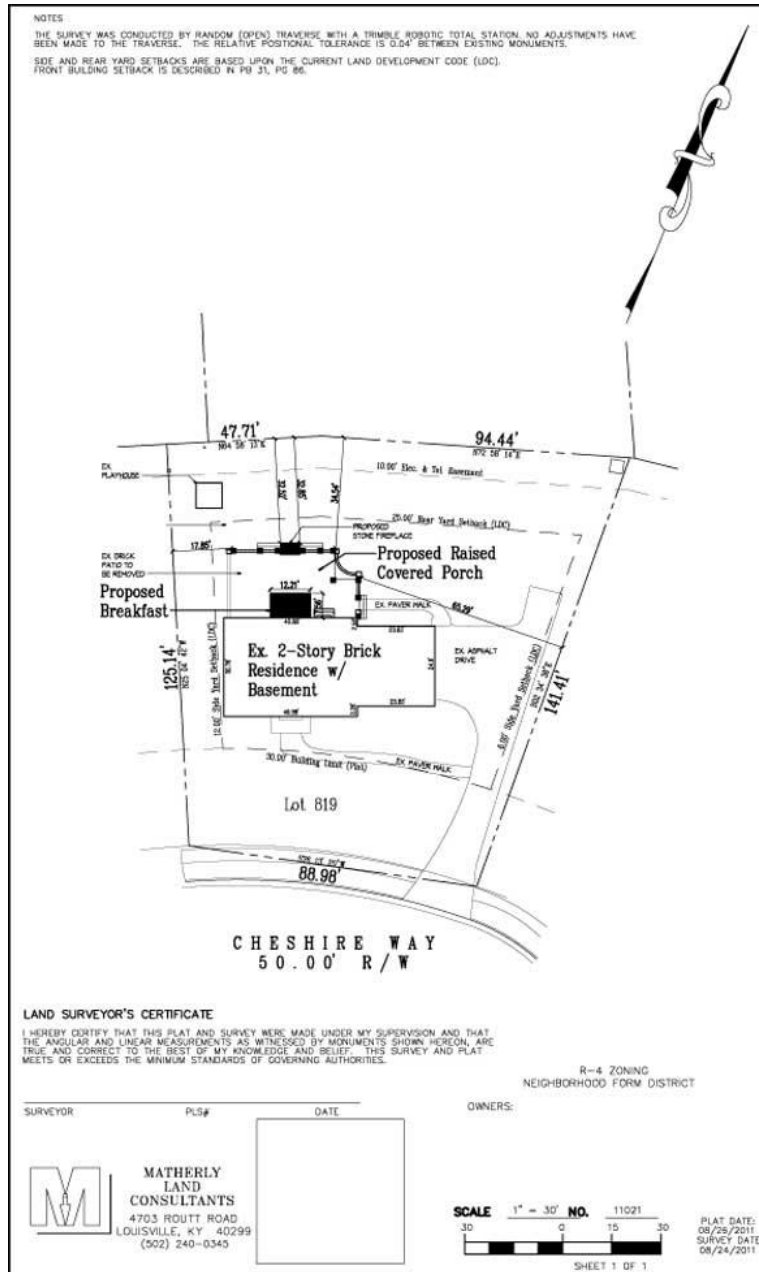
Detailed description of work to be done:

By signing below, I acknowledge that I have reviewed the ordinances that apply to work presented and all information submitted is correct and I understand that any modifications to these plans must be reported to the Director of Building 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

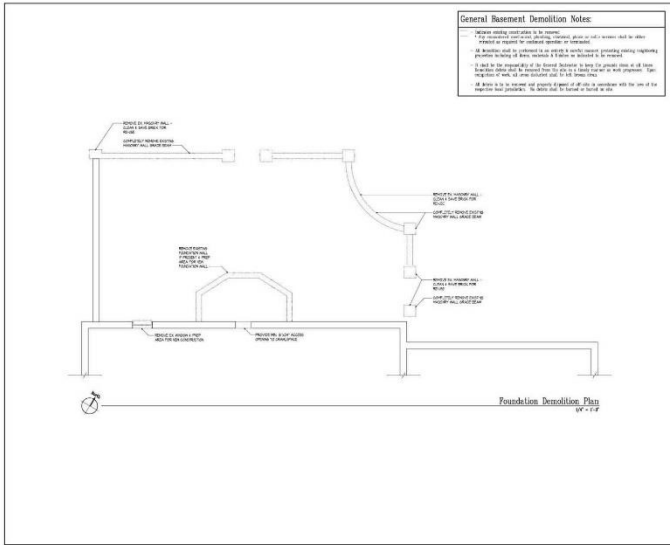


Plat of Survey

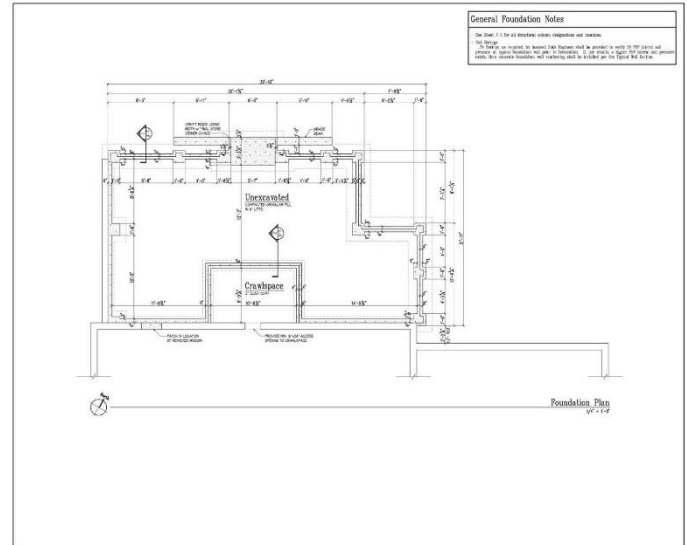
- Per City of Seneca Gardens, maximum Lot Coverage \leq 30% of total lot area

Example:

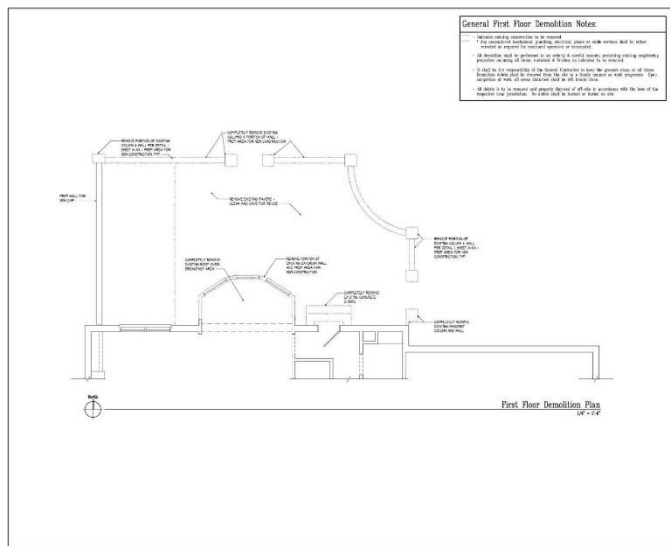
- Total Lot Area: 15,298.10 sq. ft.
- Max. Lot Coverage: 4,589.43 sq. ft.
- Existing Lot Coverage: 1,918.52 sq. ft.
- Proposed Lot Coverage: 2,653.06 sq. ft.



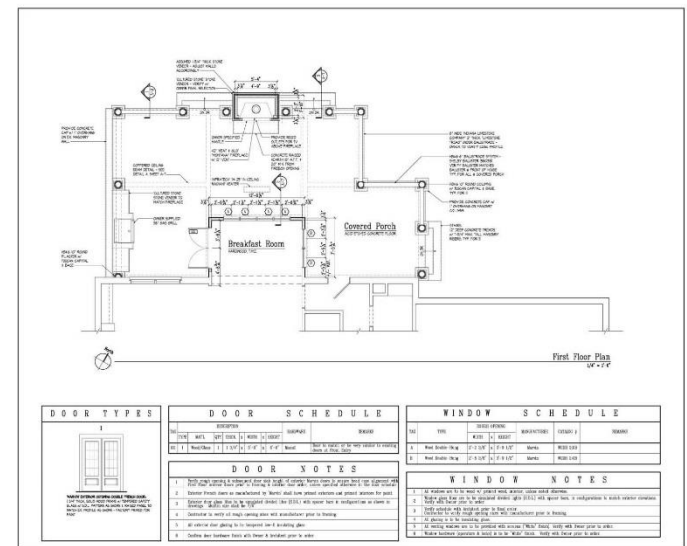
Existing Foundation/Basement Plan



Proposed Foundation/Basement Plan



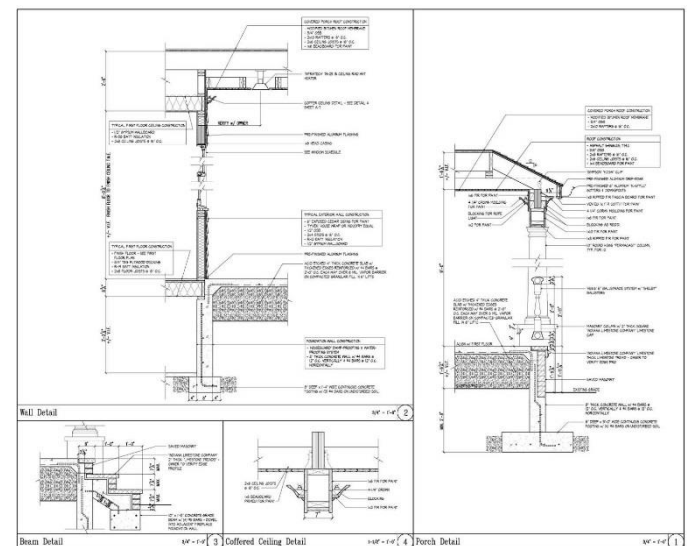
Existing First Floor Plan



Proposed First Floor Plan



Elevations of all sides of Addition



Details showing material to be used