

**RADCLIFF BOARD OF ADJUSTMENT**  
**CONDITIONAL USE PERMIT APPLICATION**  
**BASEMENT APARTMENT UNITS**

City of Radcliff Planning Department  
411 West Lincoln Trail Blvd., P. O. Box 519  
Radcliff, KY 40159-0519  
270-351-1875



**The following items are to be submitted along with this application:**

- A scaled drawing of the property under consideration which illustrates the lot boundaries, the location of the primary residence on the lot, the entrances for both the primary residence and the basement apartment unit, and the location of the parking spaces for both the primary residence and the basement apartment unit.
- A review fee of \$150.00, payable to the City of Radcliff, of which no part is refundable to the applicant.
- One copy of the deed(s) of the property.

Applicant(s) Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Address of property under consideration: \_\_\_\_\_

\_\_\_\_\_

Zone of property under consideration: \_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

1. Is the structure proposed to house the basement apartment a detached single-family dwelling? \_\_\_\_\_  
\_\_\_\_\_
2. Are there any other basement apartment units in this structure at this time? \_\_\_\_\_
3. What is the approximate square footage of the lot under consideration? \_\_\_\_\_
4. What is the square footage of the single-family dwelling in which the unit is to be placed? \_\_\_\_\_
5. What is the square footage of the proposed basement apartment unit? \_\_\_\_\_
6. How many bedrooms will the basement apartment contain? \_\_\_\_\_
7. How many parking spaces will be provided on the lot? \_\_\_\_\_
8. Will the basement apartment unit be connected to public sewer and treated water facilities? \_\_\_\_\_

9. Where will the outside entrance to the basement apartment unit be located? \_\_\_\_\_  
\_\_\_\_\_
10. In your opinion, will placement of a basement apartment unit in this house cause it to be out of character with the existing neighborhood? \_\_\_\_\_
11. Please list the addresses of any other structures in the neighborhood which contain basement apartment units: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When land is located within or abuts any residential zoning district, the Planning Department will notify all adjacent property owners by letter of all conditional use hearings before the Radcliff Board of Adjustment at least fourteen (14) days prior to the hearing date. If the land is located within or abuts any residential zoning district, please list the names and addresses of all adjacent property owners, including those across from any adjoining streets or railroad tracks. Information regarding the owners of adjacent property may be found in the files of the Office of the Hardin County Property Valuation Administrator. The P.V.A. Office is located at 14 Public Square, Suite 2, Elizabethtown, Kentucky.

LIST OF ADJACENT PROPERTY OWNERS

NAME	MAILING ADDRESS	ADDRESS OF PROPERTY	P.V.A. MAP NUMBER

(If additional space is needed, please use separate sheet)

I do hereby certify that, to the best of my knowledge, the information provided herein is both complete and accurate and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

\_\_\_\_\_  
Property Owner(s) Signature Title Date

**FOR OFFICIAL USE ONLY**

Received by: \_\_\_\_\_ Date of Filing: \_\_\_\_\_

Review Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Land Use Restriction Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Date of Action: \_\_\_\_\_ Action Taken: \_\_\_\_\_

Board Chair: \_\_\_\_\_

Note: This application form is based upon Article X, Section 10.3 of the Radcliff Zoning Ordinance and General Development Regulations.