

ZONING REVIEW CHECKLIST

DONE	TASK	DATA/COMMENTS
	Obtain an existing survey or site plan from client or get a GIS map	A GIS can contain most of the requirements mentioned below
	Obtain Zoning map.	Determine zone of subject site and of each abutting property.
	Obtain Zoning Ordinance online or get as PDF.	
	Assemble these sections: - General Requirements - Zone (of property) - Parking Requirements - Loading/Unloading Requirements - Administration - Board of Adj. - Schedule of Jus. - Planting/Landscaping Requirements	Titles apply to Kenton & Campbell Counties
	Review zoning requirements for site.	Permitted uses Lot size & width Setbacks
	Look up any references to other sections.	Parking Loading/Unloading Screening Landscaping Fences Signs
	Scan other collected sections for requirements that may apply.	Permitted curb cuts (access points)
	Determine if a change in zone or a hearing is required and collect/review the appropriate sections of zoning ordinance.	Not a permitted use Conditional Use Dimensional Variance
	If a site plan must be submitted, print out the list of required contents for the site plan and use it as a checklist (the requirements)	
	Contact consultants for site plan info that we need from them.	
	Show zoning constraints on our architectural site plan.	
	Develop strategies for solving any problems.	
	Report findings in a short report to the client. Use the presence of any gaps in information as the basis for obtaining better survey data.	
	Obtain a survey (if none exists)	use the requirements to request one from surveyor/civil engineer
	Get survey updated (if one has been provided)	ask for survey to be updated with the requirements .