

## What is a zoning permit?

A zoning permit is a document, required by law, issued by a governing authority permitting land to be used for a specific purpose. Zoning permits protect you, your family, home and other financial investments by providing records which can be used in circumstances such as a sale or subdivision development.

## How do I obtain a zoning permit?

The following table outlines the required steps to process and release a zoning permit by the type of improvement being made. Contact the office at each step prior to applying to ensure that you have all of the required materials and information. Checkboxes for each step can be marked when completed.

Important Notes:

1. Applications can be downloaded at <http://pendletoncounty.ky.gov/countygov/zoning/forms>.
2. One copy of each release, when applicable, will be required to release the zoning permit. It is advised to keep all receipts and releases in a folder.

### Step 1: 911 Address / Encroachment "Driveway" Permits

A 911 address makes a property easy to locate in emergency situations. Encroachment "Driveway" Permits are used by the county and state to ensure that an access point is safe for the property owner(s) and other automotive users. Application for both items can be done at the same time by contacting:

**Pendleton County Department of Planning and Zoning  
Primary Office:**

233 Main Street, Room 4, Falmouth, KY 41040  
Phone: (859) 654-1108, E-mail: [pczoning@fuse.net](mailto:pczoning@fuse.net)

Proposed Improvements	Step 1: 911	Step 2: Sewage	Step 3: Water	Step 4: Zoning
New single family home	☐	☐	☐	☐
New manufactured home placement	☐	☐	☐	☐
Manufactured home replacement	☐	☐	☐	☐
Home addition	☐+	☐	Not Applicable	☐
Barn	☐+	Not Applicable	Not Applicable	☐
Garage (attached or detached)	☐+	Not Applicable	Not Applicable	☐
Shed	☐+	Not Applicable	Not Applicable	☐
Deck	☐+	Not Applicable	Not Applicable	☐
Driveway	☐+	Not Applicable	Not Applicable	Not Applicable

*+ Only applicable when creating a new access point*

### Step 2: Sewage Permit

These permits ensure and promote proper sewage removal practices within the county. Application requirements for sewage permits begin with:

*Properties using a septic sewage system,*

#### **Pendleton County Health Department**

329 Highway 330 West, Falmouth, KY 41040  
Phone: (859) 654-6985, Fax: (859) 654-6986

*Properties located on existing public sewage system  
(for new home constructions only),*

#### **Falmouth Sewer District**

230 Main Street, Falmouth, KY 41040  
Phone: (859) 654-6937, Fax: (859) 654-3603  
E-mail: [falmouthch@fuse.net](mailto:falmouthch@fuse.net)

#### **Butler Sewer District**

102 Front Street, PO Box 229, Butler, KY 41006  
Phone: (859) 472-5015, Fax: (859) 472-5173

### Step 3: Water Application

*(for new home construction only)*

All new homes constructed in the county which have access to public water are required to tap into the system as written in Section 6.10 of the Pendleton County Zoning Ordinance. A map showing the service area and contact information for the water providers in the county can be found on <http://pendletoncounty.ky.gov/countygov/zoning/forms>.

### Step 4: Zoning Permit

Zoning permits are used to promote the health, safety and welfare of the general public through the maintenance of accurate property records. Obtain an application and further information by contacting:

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233 Main Street, Room 4, Falmouth, KY 41040  
Phone: (859) 654-1108, E-mail: [pczoning@fuse.net](mailto:pczoning@fuse.net)

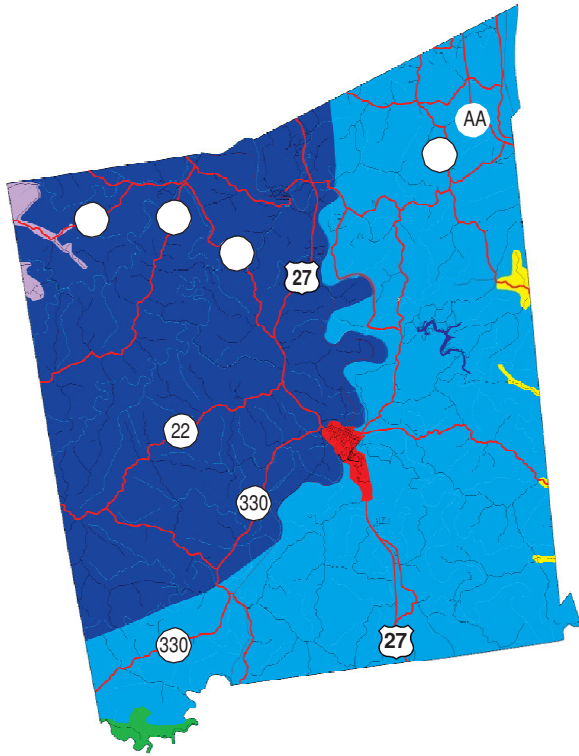
Requirements:





1. Completed application form
2. One copy of each release, when applicable
3. A site plan – This is an overhead drawing, which can be done by hand, of the parcel(s) on which the proposed structure(s) are being built upon. The drawing must include the following information:
  - (1) the location of all existing and proposed structures,
  - (2) setback distances of all proposed structures,
  - (3) location of all any easements, where applicable.

### **If you have any questions or concerns**

regarding this process, feel free to contact the Department of Planning and Zoning.

# Public Water Service Providers



-  **City of Falmouth Water District**  
230 Main Street, Falmouth, KY 41040  
(859) 654-6937
-  **Pendleton County Water District**  
331 W. Highway 330, Falmouth, KY 41040  
(859) 654-6964  
[www.pcwater.org](http://www.pcwater.org)
-  **East Pendleton Water District**  
601 Woodson Road, Falmouth, KY 41040  
(859) 654-2100
-  **Bullock Pen Water District**  
PO Box 188, Crittenden, KY 41030
-  **City of Corinth Water District**  
PO Box 218, Corinth, KY 41010  
(859) 824-7110
-  **Bracken County Water District**  
103 Woodward Avenue, Brooksville, KY 41004  
(606) 735-3513

Pendleton County Department of Planning and Zoning  
233 Main Street  
Falmouth, Kentucky 41040

# Protect Your Investment:

Understanding and Applying for  
Pendleton County Zoning Permits



## Pendleton County Department of Planning and Zoning

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Falmouth, Kentucky 41040  
(859) 654-1108  
[pczoning@fuse.net](mailto:pczoning@fuse.net)