

**VACANT LOT STAGING PERMIT – PROPERTY OWNER AUTHORIZATION FORM**

Vacant Lot Information

*Address:*

House Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

*Legal Description:*

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

*Owner Name:*

\_\_\_\_\_

Rebuild Lot Information

*Address:*

House Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

*Legal Description:*

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

*Owner Name:*

\_\_\_\_\_

*Builder/Permit Holder Name:*

\_\_\_\_\_

**AUTHORIZATION**

By signing this form, you are authorizing the builder/permit holder for a Marshall Fire Rebuild Permit specified on this form to apply for a Vacant Lot Staging Permit on your property and to temporarily utilize the property for staging and storage of construction materials. The conditions that the permit holder must meet are noted on the second page of this form and are the responsibility of the permit holder. You may contact the City to revoke this authorization at any time, after which, the permit holder will be notified and is required to vacate and remediate the property within 30 days.

Signature of Vacant Lot Property Owner:

\_\_\_\_\_

Date: \_\_\_\_\_

**Vacant Lot Staging Permit** – A permit holder for a Marshall Fire Rebuild Permit may apply for a Marshall Fire Vacant Lot Staging Permit if they are utilizing a vacant lot for staging and storage of construction materials. Vacant lots may not be utilized for staging and storage of materials for any period of time without first obtaining the required permit.

***Permit Conditions:***

- Address must be posted on the property clearly visible from the street. Address text must be a minimum of 4" high numbering and lettering.
- Permit must be printed and posted on the property clearly visible from the street.
- Storage containers must be set back a minimum of 5' from any adjoining property boundary.
- Storage of building materials is limited to 8' in height and must be set back a minimum of either 5' from the property boundary or the height of the stacked material plus 3 feet, whichever is greater (e.g. if building material is stacked at 4' in height, the setback is 4+3=7').
- Storage of dirt is limited to 8' in height. The toe of the slope of any dirt pile must be set back a minimum of 5' from any property boundary. Dirt piles must be maintained and will need to be watered as needed for dust control.
- Fencing must be installed and maintained. Chain link or other substantial fence material must be used with a minimum height of 4' and maximum height of 6'. Temporary plastic mesh fence will not be allowed.
- Silt fence or straw wattles must be installed along the entire property perimeter.
- Vehicle tracking control must be installed and maintained per City standards.
- Weeds and vegetation must be maintained to a height of no more than 6". Dead vegetation must be removed.
- Signed authorization by the owner of the property on form provided by the City must be obtained and included with the permit application.
- The Vacant Lot Staging Permit must be associated with one or more valid building permits for a Marshall fire rebuild and is only valid while the rebuild permit is in effect.
- Prior to issuing a CO on the associated rebuilding lot, or if the owner of the vacant lot rescinds authorization, the vacant lot must be remediated to the following condition:
  - o All materials, structures and debris must be removed from the lot.
  - o The lot must be regraded to a natural grade with no dirt stockpiles and no depressions that could collect water. The grading shall generally match the City approved master drainage plan.  
<https://gis.louisvilleco.gov/portal/apps/sites/#!/internal/apps/39558a9e988244159b7f135f090e4c0d/explore>
  - o The lot must be reseeded with a hydroseed mix specified by the city.
  - o Erosion Control Measures must be maintained until vegetation is established over a minimum of 80% of the lot.
  - o Temporary fencing must be removed.
  - o Any damages to the rights of way (concrete, asphalt, etc.) must be repaired/replaced in accordance with Public Works right of way permit standards.

***Inspection Requirements:***

- Preliminary inspection – schedule and inspection once the property is prepared for staging and prior to staging materials. Address and permit posting, fencing, vehicle tracking, and erosion control must be complete.
- Final inspection – schedule and inspection before the CO is requested for the rebuild property associated with the Vacant Lot Staging permit.

\_\_\_\_\_  
Signature of Applicant (General Contractor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name of Rebuild