

CITY OF NORBOURNE ESTATES

Construction/Building Project Information and Acknowledgment Form

The City of Norbourne Estates (City) is pleased that the homeowner has made the decision to make an investment in their property. The City supports and encourages home improvement projects. This form is designed to help ensure a smooth project and to recognize the impact that a project can have on neighbors and the City.

Building Code/Permits

The County of Jefferson (County) is responsible for the administration of the Building Code in the City. The City and the County have adopted the Kentucky Building Code (815 KAR 7:100 et seq.) All persons who apply for a permit to build, erect, construct, reconstruct, remodel, relocate, alter or repair any building or other structure within the City shall obtain a letter from the City's Clerk, certifying that the Norbourne Estates City Commission has reviewed the application for permit including the applicant's plats, plans and other diagrams. In accordance with Subsec. 198B.060 (9) of Kentucky Revised Statutes, no permit shall be issued by the County unless and until it has received the certification letter from the City's Clerk.

Insurance

The contractor's certificate of insurance evidencing comprehensive general liability insurance with limits of liability not less than \$300,000 combined single limit must be attached to this form. A copy of the policy may be provided in lieu of the certificate.

Right of Way

A permit is required from the City in order to pave through a right of way (new sidewalks, driveways etc.)

Construction Debris

Debris is to be cleared on a regular basis, dumpsters are to be kept in rear yard and removed when full. Dirt, mud, gravel, or other construction debris shall be removed from City sidewalks and streets on a daily basis.

Noise & Signs

Exterior work using power equipment or tools that generate noise shall not begin prior to 7:30 a.m. and shall end no later than 7:30 p.m. On weekends and federally-observed holidays, this work shall not begin prior to 9:00 a.m. In accordance with City Ordinance 440.2, it is unlawful to post, display or exhibit any bill, notice, or advertisement on any street, sidewalk or rights of way in the City of Norbourne Estates for any purpose. The City requests that the Contractor NOT place signs in the front and side yards of the property, unless absolutely necessary.

Damage to City Property

Any damage to City streets, sidewalks, grassy areas, signs, trees or common areas shall be repaired or replaced to the satisfaction of the City at property owner's expense. Upon completion of the work, the property owner shall contact the City Clerk to arrange a final walk through to assure that any damage to City streets, sidewalks, grassy areas, signs, trees or common areas has been repaired to the satisfaction of the City.

Parking

The City of Norbourne Estates prohibits parking on streets. The City recognizes that there are times that due to the volume of workers on a given day this may not be possible. However, it is expected that driveways and on property parking will be fully utilized prior to any on street parking.

Homeowner Name (please print legibly) _____

Homeowner Email _____

Project Address _____

Project Description (please elaborate) _____

Estimated Start Date _____

Estimated Completion Date _____

Contractor Name _____

Contact Person _____

Phone _____

Cell/Pager _____

Street Address _____

City _____

State _____

Zip _____

Acknowledged and accepted by: _____ **Property Owner**

_____ **Contractor**

_____ **Date**