

Link to Accela Citizen Portal <https://acasupp3.accela.com/LEXKY/Default.aspx> This directs Companies to the Home page which will require applicants to create/register for a User Account by creating a User and Password.

Register for an Account | Login

Search...

Click here to register for an account

Home Building Inspection Engineering Planning Waste Management

Advanced Search ▾

Welcome to the LFUCG Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:

Notice: Please be advised that we are experiencing a technical issue with our online payment system. When submitting a payment for a permit via credit card, please do not use the **Back** button on your web browser. This action applies an additional fee to you permit total. If you need to review permit fee

Login

User Name or E-mail:

Password:

Login »

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

For best results, this site is compatible with:

Internet Explorer 11
Firefox 32

Enter your user and password and login. Once you have logged in click on the planning tab at the top.

LEXINGTON Citizen Portal Q Search + New Schedule City Department

Logged in as: Philip s thompson Collections (0) Reports (2) Account Management Logout

Search...

Home Building Inspection Engineering **Planning** Waste Management

Create an Application Search Applications

Click here

Online Planning Application Submittal

Welcome to the Online Planning Application System. Using this system you can submit your application, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

NEW: For Final Record Plats, please utilize the new application type: **FINAL RECORD PLAT.** Please continue to use **PRELIMINARY SUBDIVISION PLAN** for all other major subdivision plan filings. For all other planning applications, please continue to use their associated

Check the box signifying you have read and accept the above terms and click continue application.

General Disclaimer below before beginning your application.

NEW: For Final Record Plats, please utilize the new application type: **"FINAL RECORD PLAT."** Please continue to use **"PRELIMINARY SUBDIVISION PLAN"** for all other major subdivision plan filings. For all other planning applications, please continue to use their associated record type (for example board of adjustment or zone change record types).

Indemnity
To the fullest extent permitted by law, any user of the data provided on this Website shall release, indemnify and hold harmless the Urban County Government and its successors in interest from any claim, loss, damage, injury, or liability of any kind, including but not limited to, incidental and consequential damages, court costs, attorney's fees, and costs of investigation that arise directly or indirectly, in whole or in part, from that user's use of this data, including any secondary or derivative use of the information provided herein.

Check box  I have read and accepted the above terms.

[Continue Application »](#)


Click here



Then click on the planning tab at the bottom of the screen and select SMV license or permit*

~~Please contact Planning Services - DO NOT submit a new application.~~
Please contact Planning Services - **DO NOT** submit a new application.
If you are submitting a revision to a plan already in progress, please add that document to your existing record. DO application.
If you are filing a BOA application (Variance, Conditional Use, or Administrative Appeal): Please contact staff at (8 to creating an application.

 [Search](#)

- ▼ Planning
 - BOA Application
 - Cell Tower
 - Final Record Plat
 - Major Development
 - Minor Development Plan
 - Minor Subdivision Plat
 - Preliminary Subdivision Plan
 - SMV License
 - SMV Permit
 - Zone Change - (Map Amendment Request)

Check box 

[Continue Application »](#)

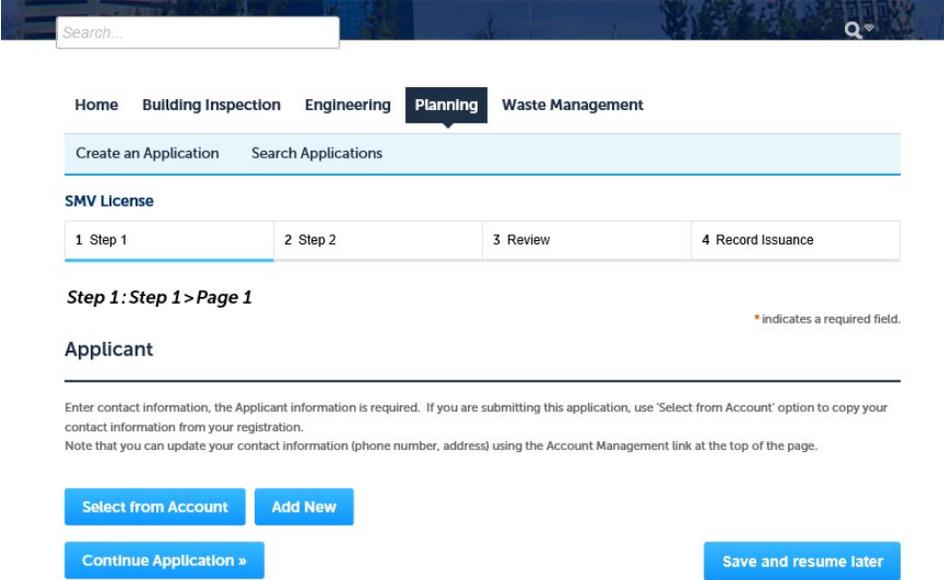

Click here



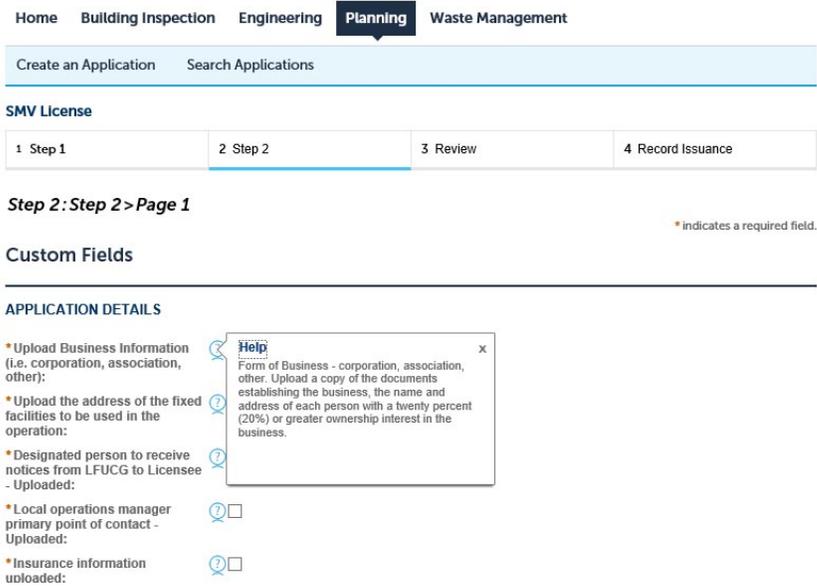
*You will only select License one time and should complete this process before selecting SMV permit. After you have completed the license application then proceed to the SMV permit tab. Every preferred or designated parking location (rebalancing locations) will require a separate permit. All parking locations must be submitted before you can be approved for a licenses. After you have completed the

License it will begin the review process. Once the license portion has been reviewed and approved you will receive a pending status until all parking locations have been submitted and approved.

Follow the instructions in Accela and continue with your license application



After you have entered your applicant information you will be directed to the application details page. Each item requires you to upload the information requested. Please title the upload with the appropriate heading that corresponds to the information uploaded. i.e. Busisness Information



Click on the question mark or refer to the ordinance for more information as needed. To add/upload the attachments click on the add button at the bottom of the page and follow the instructions.

Attachment

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml;zip;.rar are disallowed file types to upload.

| Name | Type | Size | Description | Document Status | Status Date | Upload Date | Action |
|-------------------|------|------|-------------|-----------------|-------------|-------------|--------|
| No records found. | | | | | | | |

[Add](#)  **Click here**

[Continue Application »](#)

[Save and resume later](#)

| | | |
|----------------------|-----------------|---------------------------|
| LEXINGTON.GOV | SERVICES | GET IN TOUCH |
| ment | LexCall 311 | 200 East Main Street |
| Contracts | LexServ | Lexington, Kentucky 40507 |
| g and Permits | Traffic updates | (859) 425-2255 |

After you have completed the application by uploading all information required and checking the corresponding boxes, click continue application.

Attachment

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml;zip;.rar are disallowed file types to upload.

| Name | Type | Size | Description | Document Status | Status Date | Upload Date | Action |
|-------------------|------|------|-------------|-----------------|-------------|-------------|--------|
| No records found. | | | | | | | |

[Add](#)

[Continue Application »](#)  **Click here**

[Save and resume later](#)

| | | |
|----------------------|-----------------|---------------------------|
| LEXINGTON.GOV | SERVICES | GET IN TOUCH |
| ment | LexCall 311 | 200 East Main Street |
| Contracts | LexServ | Lexington, Kentucky 40507 |
| g and Permits | Traffic updates | (859) 425-2255 |

You will be prompted again to make any final edits before submitting the application by clicking on Continue application.

SMV License

| | | | |
|----------|----------|----------|-------------------|
| 1 Step 1 | 2 Step 2 | 3 Review | 4 Record Issuance |
|----------|----------|----------|-------------------|

Step 3: Review

[Continue Application »](#)



Click here

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

SMV License

Applicant

[Edit](#)

Individual
Philip s thompson

E-mail:pthompson2@lexingtonky.gov

Custom Fields

APPLICATION DETAILS

[Edit](#)

Upload Business Information Yes
(i.e. corporation, association,
other):

Upload the address of the fixed
facility to be used in the

After you have completed the License application you will see that your application has been successfully submitted and you will be given a Record Number (PLN-SMVR-XX-XXXXX). All correspondence regarding your application should include this in the subject title for emails or in the heading for paper along with your company name.

[Home](#) [Building Inspection](#) [Engineering](#) **[Planning](#)** [Waste Management](#)

[Create an Application](#) [Search Applications](#)

SMV License

| | | | |
|----------|----------|----------|-------------------|
| 1 Step 1 | 2 Step 2 | 3 Review | 4 Record Issuance |
|----------|----------|----------|-------------------|

Step 4: Record Issuance



Your application has been successfully submitted.

Thank you for using our online services.

Your Record Number is PLN-SMVR-19-00008.

You will need this number to check the status of your application.

You will be notified when your application has been approved or when additional information is needed.

You may need to pay additional fees prior to completion of application review.

[View Record Details](#) (You must not the record in the work area.)

For parking permit locations follow the beginning steps of the license application but select SMV permit and continue

PLEASE NOTE - If you are filing a:

- Continued Discussion
- Re-approval of a previously approved plan

Please contact Planning Services - **DO NOT** submit a new application.

If you are submitting a revision to a plan already in progress, please add that document to your existing record. **DO NOT** submit a new application.

If you are filing a BOA application (Variance, Conditional Use, or Administrative Appeal): Please contact staff at (859)258-3160 prior to creating an application.



▼ Planning

- BOA Application
- Cell Tower
- Final Record Plat
- Major Development
- Minor Development Plan
- Minor Subdivision Plat
- Preliminary Subdivision Plan
- SMV License
- SMV Permit
- Zone Change - (Map Amendment Request)

[Continue Application »](#)

Fill in the Street number and street name and then click search. This will validate the address in our GIS system and prompt you to select a property.

Home Building Inspection Engineering **Planning** Waste Management

Create an Application Search Applications

SMV Permit

| | | | | |
|----------|----------|----------|----------|-------------------|
| 1 Step 1 | 2 Step 2 | 3 Step 3 | 4 Review | 5 Record Issuance |
|----------|----------|----------|----------|-------------------|

Step 1: Step 1 > Page 1 * indicates a required field.

Address

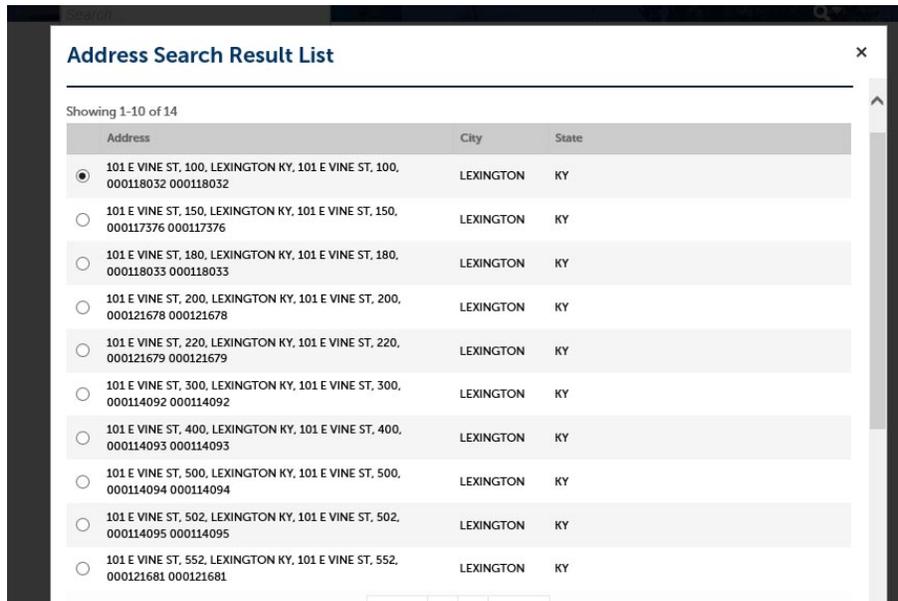
*Street No.: Direction: *Street Name: Street Type:

Unit No.:

City: State: *Zip:

 **Click here**

An address search list will come up with one or multiple selections. Select the location that is most appropriate. If a building has multiple floors you will see multiple options just select one as this exercise is to validate the location tied to a parcel number in our GIS system.



| Address | City | State |
|--|-----------|-------|
| <input checked="" type="radio"/> 101 E VINE ST, 100, LEXINGTON KY, 101 E VINE ST, 100, 000118032 000118032 | LEXINGTON | KY |
| <input type="radio"/> 101 E VINE ST, 150, LEXINGTON KY, 101 E VINE ST, 150, 000117376 000117376 | LEXINGTON | KY |
| <input type="radio"/> 101 E VINE ST, 180, LEXINGTON KY, 101 E VINE ST, 180, 000118033 000118033 | LEXINGTON | KY |
| <input type="radio"/> 101 E VINE ST, 200, LEXINGTON KY, 101 E VINE ST, 200, 000121678 000121678 | LEXINGTON | KY |
| <input type="radio"/> 101 E VINE ST, 220, LEXINGTON KY, 101 E VINE ST, 220, 000121679 000121679 | LEXINGTON | KY |
| <input type="radio"/> 101 E VINE ST, 300, LEXINGTON KY, 101 E VINE ST, 300, 000114092 000114092 | LEXINGTON | KY |
| <input type="radio"/> 101 E VINE ST, 400, LEXINGTON KY, 101 E VINE ST, 400, 000114093 000114093 | LEXINGTON | KY |
| <input type="radio"/> 101 E VINE ST, 500, LEXINGTON KY, 101 E VINE ST, 500, 000114094 000114094 | LEXINGTON | KY |
| <input type="radio"/> 101 E VINE ST, 502, LEXINGTON KY, 101 E VINE ST, 502, 000114095 000114095 | LEXINGTON | KY |
| <input type="radio"/> 101 E VINE ST, 552, LEXINGTON KY, 101 E VINE ST, 552, 000121681 000121681 | LEXINGTON | KY |

After you have selected a location the parcel number and associated Owners will auto populate. Scroll to the bottom and click select. It will return you to the previous screen and all address, parcel and owner information should auto populate. Click continue application.

Owner

Owner Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

Preferred Channel:

 **Click here**

Select Associated Contact to attach to the application (your information).

LEXINGTON Citizen Portal Search + New Schedule City Departments

Logged in as: Philip s thompson Collections (0) Reports (2) Account Management Logout

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

| Category | Type | Name |
|---|------------|-------------------|
| <input checked="" type="radio"/> Associated Contact | Individual | Philip s thompson |
| <input type="radio"/> Associated Owner | | LFUCG |

[Continue](#) [Discard Changes](#)

Applicant

Enter contact information, the Applicant information is required. If you are submitting this application, use 'Select from Account' option to copy your contact information from your registration.
Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Select type of parking location and enter total number of vehicles not to exceed 10 and then break that down by type. Upload a picture of the parking location containing the area that you plan to park in under attachment.

*Preferred Parking Location: Yes No

*Designated Parking Location: Yes No

*Photo(s) of Preferred/Designated Parking Locations Uploaded:

*Designated Parking Location Site Plan & Encroachment Permit Uploaded:

*Total Number of Vehicles:

*Number of Electronic Scooters:

*Number of Electronic Bicycles:

*Number of Standard (non-electric) Bicycles:

Attachment

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml;zip;.rar are disallowed file types to upload.

| Name | Type | Size | Description | Document Status | Status Date | Upload Date | Action |
|-------------------|------|------|-------------|-----------------|-------------|-------------|--------|
| No records found. | | | | | | | |

You will be prompted to review the information you have entered. If all is correct click continue application.

Preferred Parking Location: Yes
Designated Parking Location: No
Photo(s) of Preferred/Designated Parking Locations Uploaded: Yes
Designated Parking Location Site Plan & Encroachment Permit Uploaded: Yes
Total Number of Vehicles: 10
Number of Electronic Scooters: 3
Number of Electronic Bicycles: 4
Number of Standard (non-electric) Bicycles: 3

Attachment

[Edit](#)

The maximum file size allowed is 100 MB.
htm;htm;mht;mhtml;zip;rar are disallowed file types to upload.

| Name | Type | Size | Description | Document Status | Status Date | Upload Date | Action |
|-------------------|------|------|-------------|-----------------|-------------|-------------|--------|
| No records found. | | | | | | | |

[Continue Application »](#)

[Save and resume later](#)

You will see that your parking permit location has been successfully submitted and you will receive a record number associated with that location (PLN-SMVP-XX-XXXXX). All correspondence related to that location should include that number in the subject line of the email.

Step 5: Record Issuance



Your application has been successfully submitted.

Thank you for using our online services.

Your Record Number is PLN-SMVP-19-00004.

You will need this number to check the status of your application.

You will be notified when your application has been approved or when additional information is needed.

You may need to pay additional fees prior to completion of application review.

[View Record Details »](#)

(You must post the record in the work area.)

[MINGTONKY.GOV](#)

[SERVICES](#)

[GET IN TOUCH](#)

Repeat the SMVP steps for every parking location.