



# Certificate of Appropriateness Application

Louisville Metro Office of Planning

Case No: \_\_\_\_\_

Intake Staff: \_\_\_\_\_

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

NO APPLICATION FEE

**STAFF USE ONLY ABOVE THIS LINE**

In order to be assigned the following week, applications are due on Fridays at 5:00 pm. Once complete, please bring the application and supporting documentation to: Office of Planning, located at 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <https://louisvilleky.gov/government/planning-design/>.

**Project Information:**

*Overall district boundaries and other property information required on this form can be found on the Parcel Report via the LOJIC Online Map tool: <https://www.lojic.org/lojic-online>.*

**Preservation District:**

- Butchertown
- Cherokee Triangle
- Clifton
- Limerick
- Old Louisville
- Parkland Business
- West Main Street
- Individual Landmark

Project Name: \_\_\_\_\_

Project Address / Parcel ID: \_\_\_\_\_

Total Acres: \_\_\_\_\_ PVA Assessed Value: \_\_\_\_\_ Project Cost (exterior improvements only): \_\_\_\_\_

*Does the project include a new building or building addition? If so, please provide the following information:*

Existing Sq Ft: \_\_\_\_\_ New Construction Sq Ft: \_\_\_\_\_ Height (Ft): \_\_\_\_\_

**Project Description:**

*→ Use additional sheets if needed*

**Contact Information**

Print and use a second copy of this page if additional contacts are needed.

**Owner:**

**Applicant / Contact:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner Signature (required):** \_\_\_\_\_

**Certification Statement**

A certification statement must be submitted with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_, hereby  
*representative/authorized agent/other*

certify \_\_\_\_\_ is (are) the owner(s) of the property which  
*name of LLC / corporation / partnership / association / etc.*

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a materially false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

## Checklist

Please submit the completed application along with the following documents

 Applications will not be accepted without the following items:

- Photos:** Current and dated photographs showing building front, specific project area, and surrounding buildings
- Materials Info:** Elevations, pictures, samples, brochures, or other technical data describing materials, such as windows, doors, roofing, fencing, etc. to be used in the renovation or replacement
- Plans / Renderings:**
  - ✓ **Site Plan:** drawn to scale and showing all property lines, existing development, and proposed development (preferably printed on a 11" x 17" page). Ask customer service for a "SITE PLAN GUIDE" for reference and instructions.
  - ✓ **Floor Plan:** If the proposal involves a building, a general floor plan of the improvement, drawn to scale, and with the purpose of each room labeled (preferably printed on a 11" x 17" page).
  - ✓ **Elevations:** If the proposal involves a building, signage, or walls/fencing, an Elevation of the improvement, drawn to scale (preferably printed on a 11" x 17" page).
  - ✓ **Landscaping Plan:** If the proposal involves the removal or installation of landscaping, a Landscaping Plan, drawn to scale (preferably printed on a 11" x 17" page).
  - ✓ Any other plans or renderings necessary to show the extent of the exterior changes.
- Mailing Labels: (For Committee Level Reviews only)** You are required to notify the neighboring property owners of this application. You must create mailing labels of 1st-tier adjoining property owners, and your Case Manager (ask customer service for a "HOW-TO: USER GUIDE" for step-by-step instructions). Staff will prepare the notice once a meeting date is determined, but the applicant is responsible for picking up and mailing.

Note: Committee reviews may be required due to the complexity of the case. The necessity of these items will be determined by staff upon review. Projects requiring committee level review include, but are not limited to, construction of new buildings, demolition, and projects that vary widely from design guidelines.

## Definition

**Certificate of Appropriateness:** A project involving physical changes to the exterior of a building, structure, or property designated as a local landmark or located within a local preservation district shall require prior approval in the form of a Certificate of Appropriateness. An approval requires substantial conformance to design guidelines established for each landmark and district. The design guidelines, along with other information regarding local preservation districts, may be found at the website of the Landmarks and Preservation Districts Commission: <https://louisvilleky.gov/government/planning-design/historic-preservation-landmarks-and-overlay-districts>