

**Commercial Structures & Additions – Historic District  
Certificate of Appropriateness (COA) & Zoning Compliance Permit Checklists**

**Joint City-County Planning Commission of Nelson County  
One Court Square, 2<sup>nd</sup> Floor, Old Courthouse Building  
Bardstown, Kentucky  
(502) 348-1805**

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**Permits & Approvals Required**

*The following permits and approvals are required for new commercial construction in the Historic District. This listing may not be inclusive, and other permits and approvals (e.g., electrical, mechanical, plumbing, etc.) may be required for your project. Please contact the appropriate agencies to determine additional permit and approval requirements.*

- Certificate of Appropriateness (COA) – see below
- Entrance/Drainage Permit – contact Engineering Department, City of Bardstown, City Hall, 348-5947
- For driveway off of state road, State Entrance Permit – contact Highway Department, 348-3448
- Zoning Compliance Permit – see below
- Building Permit/Inspection (building, electrical & mechanical) – contact Code Enforcement, 115 E. Stephen Foster, 348-1862
- Plumbing Permit/Inspection – contact Plumbing Inspector, 349-1310

**COA Requirements**

*The following documentation and fees must be submitted on or before the required deadline:*

- COA application, completed and signed by property owner;
- Site plan (no larger than 24" x 36") showing the lot/tract, building locations, outdoor sales display or storage areas, trash collection areas, parking areas, driveways, loading/unloading areas, sidewalks, open space and landscaped areas, lighting locations, sign locations, ground-mounted equipment areas, topography, drainage and floodplain areas, and any other pertinent design elements;
- Landscaping plan (no larger than 11" x 17") and listing of proposed plant type, number, and sizes at planting and maturity (if applicable);
- Lighting plan (no larger than 11" x 17"), including lighting fixture specifications;
- Building elevations (no larger than 24" x 36") for all sides;
- Sample of building materials and colors; and,
- Photographs of site, adjoining properties, and similar building designs.

**Zoning Compliance Permit Requirements**

*The following documentation and fees must be submitted:*

- Building & Zoning Compliance Permit application, completed and signed;
- Copy of deed or plat/survey;
- Plot plan, drawn to scale and showing the following information: lot/tract dimensions, location and dimensions of all proposed and existing buildings and structures, driveways, parking, sidewalks, and open space and distances of all structures from front, side, and rear property lines (sample is available for reference);
- Copy of approved City Entrance/Drainage Permit;
- Copy of approved Variance and/or Conditional Use Permit (if applicable);
- For driveway off of state road, copy of State Entrance Permit;
- Copy of approved Certificate of Appropriateness (COA); and,
- Zoning Compliance Permit review fee (payable to Planning Commission).

***Upon issuance of Zoning Compliance Permit, please take a copy of the Zoning Compliance Permit to Nelson County Code Enforcement at 115 East Stephen Foster Avenue to complete the permitting process.***

**Late Fee Notice:**

**A late or "after the fact" fee will be assessed for any work started without the required approval and/or permit and for altering, amending, or revising an approved project without prior approval.**