

**Site Alterations – 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
- Zoning Compliance Permit – see below

**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, 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 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;
- Lighting plan (no larger than 11" x 17"), including lighting fixture specifications;
- Sample of materials and colors or catalogue pages;
- Photographs of site, adjoining properties, and similar site designs; and,
- COA review fee (payable to the Planning Commission).

**Zoning Compliance Permit Requirements**

*Please contact the Planning Commission to determine if a Zoning Compliance Permit is required for your project. If a Zoning Compliance Permit is required, the following documentation and fees must be submitted:*

- Building & Zoning Compliance Permit application, completed and signed;
- Copy of approved Conditional Use Permit (if applicable);
- Copy of approved Certificate of Appropriateness (COA); and,
- Zoning Compliance Permit review fee (payable to Planning Commission).

**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.**