

Certificate of Appropriateness (COA) Application

Bardstown Historical Review Board
Joint City-County Planning Commission of Nelson County
Old Courthouse Building, 2nd Floor, One Court Square, P.O. Box 402
Bardstown, Kentucky 40004
Telephone: (502) 348-1805 Fax: (502) 348-1818
Email: pbogert@bardstowncable.net

For Office Use Only:

Application #: _____
 Date Filed: _____
 Meeting Date: _____
 Filing Fee \$ _____

Please type or print (blue or black ink)

Application Date: _____

Instructions	Applicant Information
<p>Provide the Applicant's name, contact person, mailing address, telephone, and email address. Use additional sheets, if necessary.</p> <p>If the Applicant is not the property owner, provide the Owner's name, address, telephone, and email address. The Owner must sign the COA application.</p> <p>If an Architect or other design professional represents the Applicant, provide the name, firm name, address, telephone, and email address.</p>	<div style="text-align: right;"><input type="checkbox"/> <i>Additional pages attached.</i></div> <p>Applicant's Name: _____</p> <p>Contact Person: _____</p> <p>Mailing Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Telephone: _____ Email: _____</p> <p>Owner's Name: _____</p> <p>Contact Person: _____</p> <p>Mailing Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Telephone: _____ Email: _____</p> <p>Applicant's Agent/Representative: _____</p> <p>Firm Name: _____</p> <p>Mailing Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Telephone: _____ Email: _____</p>

Instructions	Property Information
<p>Identify property address.</p> <p>Specify project type and provide project description.</p> <p>Indicate the property's current zoning classification and proposed use.</p> <p>Indicate if the property requires a zone change, conditional use permit and/or variance.</p>	<p>Property Address: _____</p> <p>Project Type: <input type="checkbox"/> Exterior structure alteration <input type="checkbox"/> New construction – addition <input type="checkbox"/> Site alteration / improvements <input type="checkbox"/> New construction <input type="checkbox"/> Demolition <input type="checkbox"/> Signage <input type="checkbox"/> Other (specify below)</p> <p>Project description: _____</p> <hr/> <p>Existing Zoning: _____</p> <p>Proposed Use: _____</p> <p><input type="checkbox"/> Zone Change If yes, indicate proposed zoning: _____ <input type="checkbox"/> Variance If yes, indicate variance type: _____ <input type="checkbox"/> Conditional use If yes, indicate CUP type: _____</p>

Required Supporting Documentation

The Applicant must submit all application documentation listed below with the completed and signed application. Incomplete applications will not be considered by the Historical Review Board.

- 1. Completed zoning compliance or sign permit application and required documentation and fees (if applicable).
- 2. 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 (if applicable).
- 3. Landscaping plan (no larger than 11" x 17") and listing of proposed plant type, number, and sizes at planting and maturity (if applicable).
- 4. Lighting plan (no larger than 11" x 17"), including lighting fixture specifications (if applicable).
- 5. Building elevations (no larger than 24" x 36") for **all sides** (if applicable).
- 6. Sample of building materials and colors (if applicable).
- 7. Photographs of site, adjoining properties, and similar building designs (if applicable).
- 8. Certificate of Appropriateness (COA) application and review fee.

Note: If full-size plans (larger than 11" x 17") are submitted, the Applicant must submit seven (7) copies. If reduced-size plans (no larger than 11" x 17") are available, then the Applicant may submit only one (1) full-size copy and one (1) reduced-size copy.

Applicant & Owner Certification

Please read carefully, initial, and sign below. I (We) do hereby certify that the information provided herein is both complete and accurate to the best of my knowledge, and I (we) understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I (we) further hereby certify that I (we) am (are) aware of the plans and supporting documentation submitted as part of the application and aware of the required design standards and review process set forth in the Article 15 of the Zoning Regulations and *Bardstown Historic Design Review Manual*. I (we) further hereby certify that I (we) agree that the filing of this application constitutes an agreement with all owners and other parties having an interest in the subject property, their heirs, successors, and assigns, to comply with any and all imposed conditions and requirements. (____ initial)

I further acknowledge that my compliance with the terms of the Certificate of Appropriateness is subject to periodic inspection and I grant to the Joint City-County Planning Commission or its agents the right to enter upon the property to which the COA pertains at reasonable times to perform one or more inspections of the property to assure compliance. (____ Initial)

Signatures of Applicant & Co-Applicant/Owner: _____

Title: _____

Additional pages attached.

Date: _____

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Date Application Received: _____ Received by: _____

Filing Fee Paid: \$ Check # _____ Cash Other (specify): _____

Administrative Review or HRB Meeting (Date): _____

DRB Recommendation: _____

Date of Transmittal to Legislative Body: _____

Legislative Body Meeting (Date): _____

Final Decision: _____