

# Certificate of Appropriateness (COA) Application

**Bardstown Historical Review Board**  
**Joint City-County Planning Commission of Nelson County**  
**Old Courthouse Building, 2<sup>nd</sup> 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. <b>The Owner must sign the COA application.</b></p> <p>If an Architect or other design professional represents the Applicant, provide the name, firm name, address, telephone, and email address.</p>	<p style="text-align: right;"><input type="checkbox"/> <i>Additional pages attached.</i></p> <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</p> <p>                         <input type="checkbox"/> Site alteration / improvements                                      <input type="checkbox"/> New construction</p> <p>                         <input type="checkbox"/> Demolition    <input type="checkbox"/> Signage</p> <p>                         <input type="checkbox"/> Other (specify below)</p> <p>Project description: _____</p> <p>Existing Zoning: _____</p> <p>Proposed Use: _____</p> <p><input type="checkbox"/> Zone Change      If yes, indicate proposed zoning: _____</p> <p><input type="checkbox"/> Variance            If yes, indicate variance type: _____</p> <p><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

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.

Signatures of Applicant & Co-Applicant/Owner: \_\_\_\_\_

Title: \_\_\_\_\_

*Additional pages attached.*

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

### For Office Use Only

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_