



OFFICE OF PLANNING

CERTIFICATE OF APPROPRIATENESS APPLICATION

Would you rather apply electronically? Go to the address below to learn more about submitting applications online: https://louisvilleky.gov/office-planning/document/pdssubmitting-applications-online

Staff Use Only in This Box

Case No.: 26-COA-0021 Intake Staff: HB
Date: 1-12-26 NO APPLICATION FEE

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.

PROJECT INFORMATION

- Preservation District: [] Butchertown [] Cherokee Triangle [] Chickasaw [] Clifton [] Limerick [x] Old Louisville [] Parkland Business [] West Main Street [] Individual Landmark

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Project Name:

Primary Project Address / Parcel ID: line 1379 S Brook St, Louisville, KY 40208 / 0321100590000

Total Acres: .0841 PVA Assessed Value: \$292,300 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.

Replacement Windows

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

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CONTACT INFORMATION

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

Owner Information:

Name: George Dunlap
Company: Dunlap Properties, LLC
Address: 25 Andrew Pkwy
City: Fisherville
State: KY ZIP: 40023
Primary Phone: 502-264-1054
Email: george@totallyaboutlending.com

Applicant/Contact:

Name: George Dunlap
Company: Dunlap Properties, LLC
Address: 25 Andrew Pkwy
City: Fisherville
State: KY ZIP: 40023
Primary Phone: 502-264-1054
Email: george@totallyaboutlending.com

Owner Signature (REQUIRED): _____

Signed by:
George Dunlap
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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 of _____, hereby certify that George Dunlap is (are) the owner(s) of the property which is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

I further 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.

Signature: _____ **Date:** _____

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Certificate of Appropriateness Application

CHECKLIST

Please submit the completed application along with the following documents. Applications **WILL NOT** be accepted without the following items:

X

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:** 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.

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/office-of-planning/historic-landmarks-preservation-districts-commission>

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A photograph of a red brick building facade. The upper portion shows two small, double-hung windows with white frames and dark shutters, separated by a decorative vertical element. Below these windows is a 'RECEIVED' stamp. The lower portion shows two larger, double-hung windows with white frames and dark shutters, also separated by a decorative vertical element. The entire building is constructed of red brick.

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