



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-0163

Intake Staff: TN

Date: 7/15/2026

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. For more information, call (502) 574-6230 or visit <https://louisvilleky.gov/government/office-planning/>.

PROJECT INFORMATION

Preservation District: ☐ Butchertown ☐ Old Louisville
☒ Cherokee Triangle ☐ Parkland Business
☐ Chickasaw ☐ West Main Street
☐ Clifton ☐ Individual Landmark
☐ Limerick

Project Name: demo of garage & construction of new carriage house

Primary Project Address / Parcel ID: line 1206 Cherokee Rd. / 075E00370000

Total Acres: .125

PVA Assessed Value: \$617,000

Project Cost (exterior improvements only): TBD

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.

Proposed demolition of the existing single car garage at the rear of the property, and construction of a new two car garage with a second story carriage house.

RECEIVED

JUL 15 2026

OFFICE OF
PLANNING

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>

Certificate of Appropriateness Application – Office of Planning – October 2025

CONTACT INFORMATION

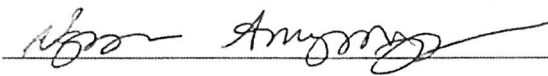
(Print and use a second copy of this page if additional contacts are needed)

Owner Information:

Name: Nguyen, Amy and Minh
 Company: _____
 Address: 1206 Cherokee Rd
 City: Louisville
 State: KY ZIP: 40204
 Primary Phone: _____
 Email: _____

Applicant/Contact:

Name: Charles Williams
 Company: _____
 Address: 1626 Windsor Place
 City: Louisville
 State: KY ZIP: 40204
 Primary Phone: 502-459-1810
 Email: charliewilliamsdesign@gmail.com

Owner Signature (REQUIRED): 

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 _____ 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: _____

CHECKLIST

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

- _____ **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-planning/historic-landmarks-preservation-districts-commission>

RECEIVED

JUL 15 2026

OFFICE OF
PLANNING

26-COA-0163

