



# Landmarks, Certificate of Appropriateness, & Overlay District Permit Application

Louisville Metro Planning & Design Services

Case No: \_\_\_\_\_

Intake Staff: \_\_\_\_\_

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

Fee: \_\_\_\_\_

**STAFF USE ONLY ABOVE THIS LINE**

Applications are due on Fridays at 5:00 p.m. Once complete, please bring the application and supporting documentation to: Planning and Design Services, located at 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <https://louisvilleky.gov/government/planning-design/>

## Project Information:

Some of the property information below can be found on the Parcel Report via the LOJIC Online Map tool: <https://www.lojic.org/lojic-online>. Note: For detailed definitions of Certificate of Appropriateness and Overlay District Permits, see page 3 of this application

### Certificate of Appropriateness:

- |                                      |   |  |  |
|--------------------------------------|---|--|--|
| <input type="checkbox"/> Butchertown | <input type="checkbox"/> Clifton        | <input type="checkbox"/> Cherokee Triangle | <input type="checkbox"/> Individual Landmark |
| <input type="checkbox"/> Limerick    | <input type="checkbox"/> Old Louisville | <input type="checkbox"/> Parkland Business | <input type="checkbox"/> West Main Street    |

### Overlay District Permit:

- |  |   |
|--|---|
| <input type="checkbox"/> Bardstown-Baxter Ave Overlay (BRO)  | <input type="checkbox"/> Downtown Development Review Overlay (DDRO) |
| <input type="checkbox"/> NuLu Review Overlay District (NROD) |   |

Project Name:

Project Address / Parcel ID:

Total Acres:

PVA Assessed Value:

Project Cost (exterior only):

Existing Sq Ft:

New Construction Sq Ft:

Height (Ft):

## Project Description:

→ Use additional sheets if needed

## Contact Information

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

### Owner:

Name:

Company:

Address:

City: State: Zip:

Primary Phone:

Alternate Phone:

Email:

### Applicant / Contact:

Name:

Company:

Address:

City: State: Zip:

Primary Phone:

Alternate Phone:

Email:

### 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 as \_\_\_\_\_, hereby  
*representative/authorized agent/other*

certify \_\_\_\_\_ is (are) the owner(s) of the property which  
*name of LLC/corporation/partnership/association/etc.*

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

### Signature:

### Date:

I 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.

## Checklist

Please submit the completed application along with the following documents

 Applications will not be accepted without the following items:

**Photos:** Current 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

**Site + Project plan:** Required for building additions, new structures, and fencing

✓ **Site Plan:** drawn to scale with dimensions, as applies to the project, indicating property lines, structures, landscaping, fencing, and parking (ask customer service for a "SITE PLAN GUIDE" for reference and instructions).

✓ **Floor Plans:** drawn to scale with dimensions and each room labeled

✓ **Elevations:** (a drawing showing exterior walls) drawn to scale with dimensions.

**NOTE:** For fencing, only photos/drawings of the proposed fence are required.

### Committee Review Only

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 construction of new buildings, demolition, and projects that vary widely from design guidelines.

#### 11in x 17in Plans:

✓ Two sets of 11"x17" format site plans drawn to scale with dimensions

✓ Two sets of 11"x17" elevation drawings to scale with dimensions

✓ Two sets of 11"x17" landscaping drawings to scale with dimensions

**Mailing Labels:** You are required to notify the OWNERS and RESIDENTS of neighboring properties of this application. If the owner does not occupy the property, you must also send notice addressed to the "current resident" at the property address. You must create mailing labels of 1st tier adjoining property RESIDENTS and OWNERS, and to your Case Manager (ask customer service for a "HOW-TO: USER GUIDE" for step-by-step instructions). Applicant is responsible for mailing.

**Copy of Mailing Labels:** Make a copy of the mailing label sheet(s) mentioned above.

## Definitions

**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/planning-design/historic-preservation-landmarks-and-overlay-districts>

**Overlay District Permit:** A project involving physical changes to the exterior of a building, structure, or property within an overlay district shall require prior approval in the form of an Overlay Permit. An approval requires substantial conformance to design guidelines established for each overlay district. The design guidelines, along with other information regarding overlay districts, may be found at the following website:

<https://louisvilleky.gov/government/planning-design/historic-preservation-landmarks-and-overlay-districts>