

<i>Boxes below for office use only</i>
Date Received:
Case Number

Office Mailing Address
City of Lexington
Historic Preservation Office
200 East Main Street
Lexington, KY 40507

Office Location
City of Lexington
Historic Preservation Office
101 East Vine Street, Suite 220
Lexington, KY 40507
PHONE: 859-258-3265
FAX: 859-258-3394

Certificate of Appropriateness Application Form

*Applications are required to be faxed, mailed or hand delivered. Applications cannot be accepted via email.
Drawings can be submitted in PDF format. If hard copy sets are submitted, than 10 full sets are required.*

PROPERTY ADDRESS : _____

HISTORIC DISTRICT: _____

Applicant: _____

Owner: _____

Company Name: _____

Company Name: _____

Mailing Address: _____

Mailing Address: _____

Phone: _____

Phone: _____

E-Mail: _____

E-Mail: _____

Please check if this is primary contact person _____

Please check if this is primary contact person _____

Description of Proposed Work: _____

Type of Work: (Check all that apply)

- ☐ **New Construction:** Construction of a new building, additions, garages, sheds decks, etc.
- ☐ **Renovation work:** includes, but is not limited to, all exterior changes to an existing building, windows, doors, roofing, etc.
- ☐ **Sitework:** Adding landscape features (fencing, walks, patios, retaining walls, etc.)
- ☐ **Signage:** Installation of a sign on a building or site.
- ☐ **Demolition:** Removal of any building feature(s) or the razing of any structure (s). For all demolition, the applicant must Comply with Article 13 of the Zoning Ordinance.

Owner's Signature: _____ **Date:** _____
By signing this application, I acknowledge that I have reviewed the proposed scope of work and am responsible for compliance with any Certificate of Appropriateness or Overlay Permit issued for this project. (Owner's Original signature is required for all applications).

Applicant's Signature: _____ **Date:** _____
I hereby certify that the proposed work is accurately described and authorized by the owner of record, and I am acting on behalf on the owner to make this application as the authorized agent.

→ See next page for Certificate of Appropriateness Submission Requirements

Submission Requirements for Certificate of Appropriateness Form

Your application may require certain drawings. Each application is different and, therefore, may have different drawing requirements. Nine (9) sets of drawings are required for hearings before the Board of Architectural Review (BOAR). These drawings will help the BOAR understand your proposal. A staff member in the Historic Preservation office can meet with you to determine which items in the checklist below should be submitted for the Board review.

Once the Staff has determined what should be submitted, the application should be returned to the Historic Preservation Office along with those items by the application deadline. Additional materials may be requested at any point during the Process to insure the Board has adequate information for review. **If materials requested fail to be submitted by the deadline, the application will be excluded from the agenda and will not be placed on the agenda until all requests are satisfied.**

New Construction/Room Additions

- All Elevations
- Floor plans
- Site plans
- Wall Section
- Detailed drawings for items such as cornice and gutter construction, porch railing, window trim, dormers and doors.
- Drawings showing new structure in relation to adjacent structures and/or existing building.
- Door and Window manufacture specification.

Rehabilitation

- Elevations of any façade when new elements are applied.
- Detail drawings of any new elements.
- Photos of rehabilitation area.

Site Changes

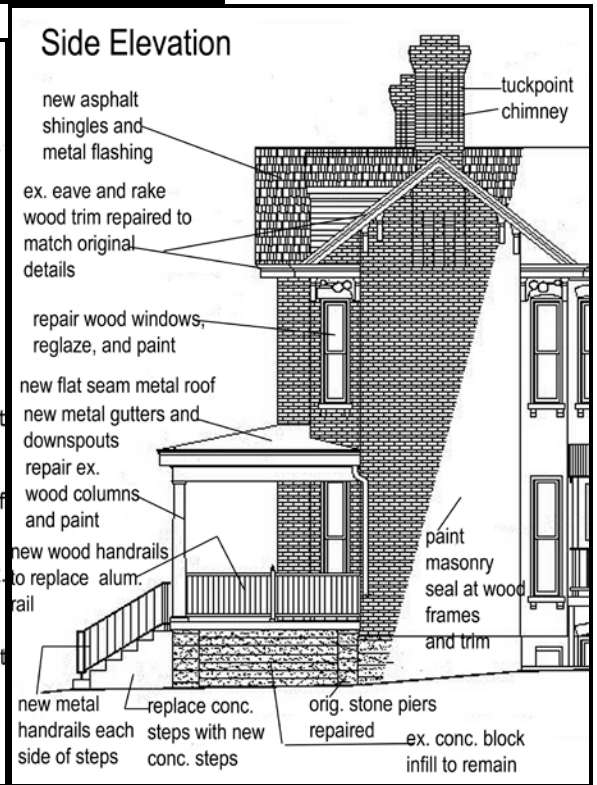
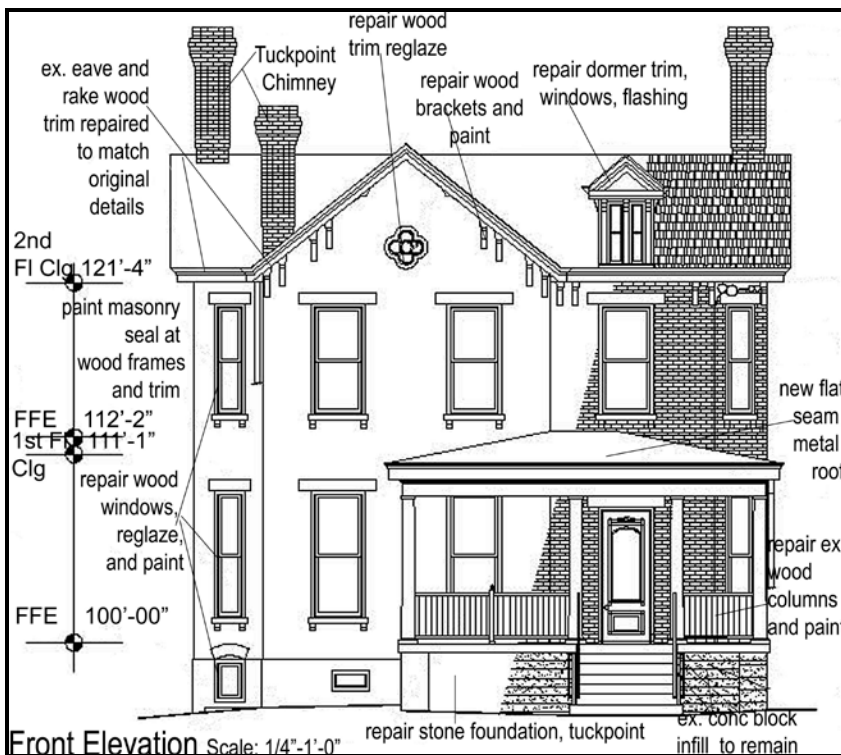
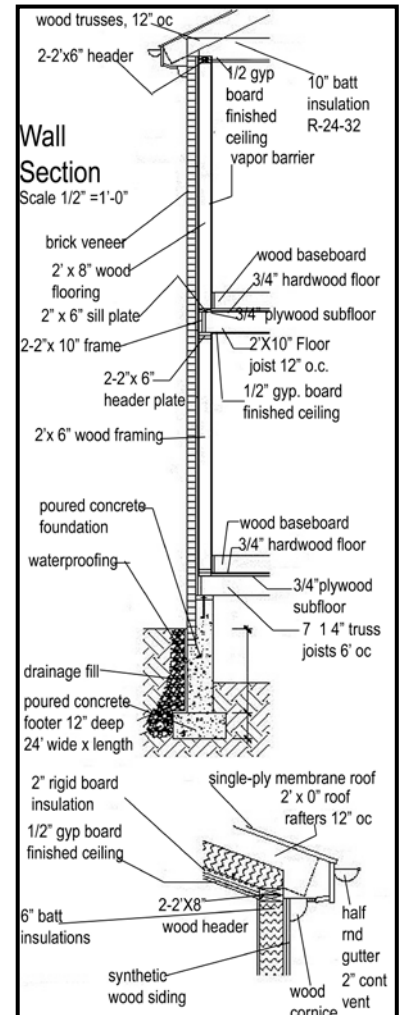
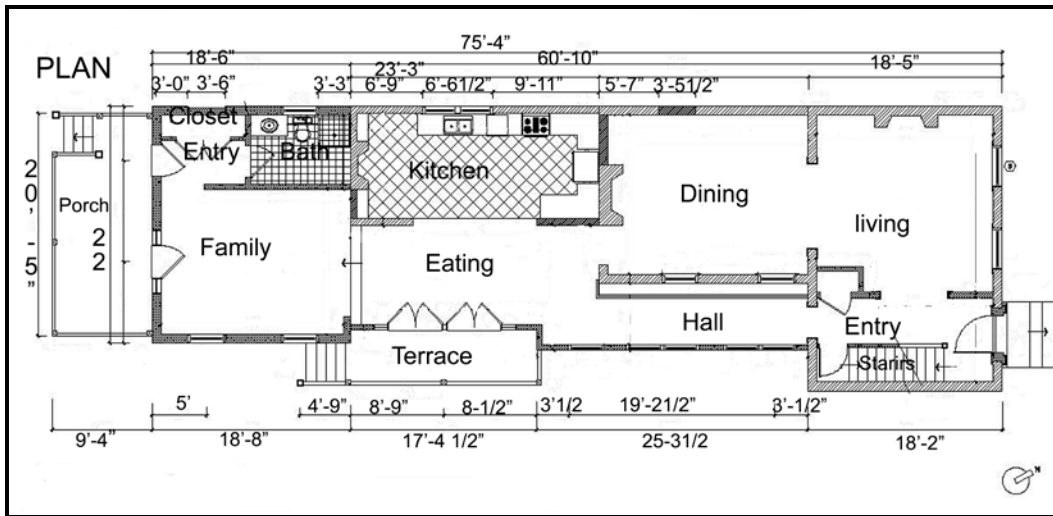
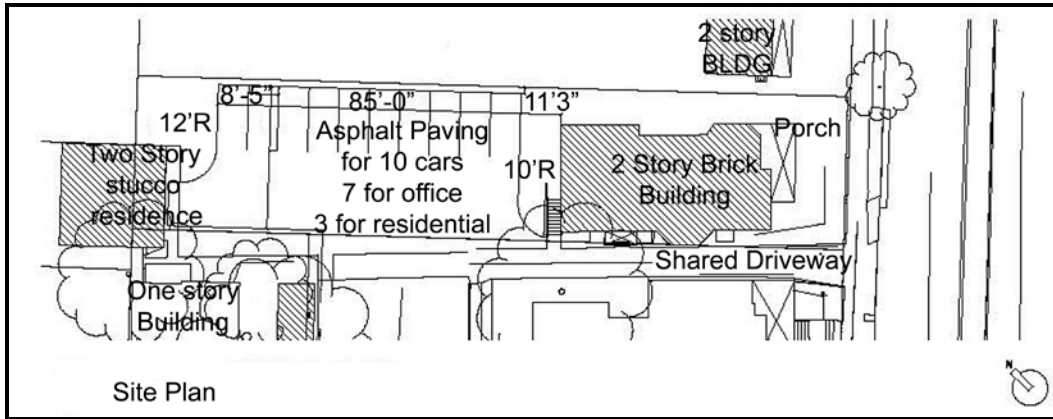
- Site plan showing any changes (fences, pools, landscaping, driveways etc.)
- Dimension and details of any fence or any other such site elements.

Demolition *(see also Article 13 of the LFUCG Zoning Ordinance and Guidelines)*

- Digital photos
- Compliance with Article 13 of the LFUCG Zoning Ordinance

Notes

Examples of Drawings Required



For Historic Preservation Office Use Only

Case Number:_____ Date_____

Received:_____

Referral

☐ Referral to Board

BOAR Meeting Date:_____

☐ Staff Review

Staff Review Date:_____

Comments:_____

Staff Recommendation

Date:_____

Received_____

☐ Approve

☐ Approve with Conditions

Comments:_____

Decisions By:

☐ Board of Architectural Review-Date:_____

☐ Historic Preservation Office Staff-Date_____

Final Action

☐ Approve

☐ Approve with Conditions

☐ Disapprove

Historic Preservation Office Staff

Date