



Louisville Metro Planning & Design Services

Landmarks Certificate of Appropriateness & Overlay District Permit

For staff use only: Case # _____ Date: _____ Intake Staff: _____

Instructions

Signage Applications for signs only are no longer submitted at Planning & Design. Applications for signage are to be made directly to Inspections, Permits & Licenses.

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:
<http://www.louisvilleky.gov/PlanningDesign/Historic+Landmarks+and+Preservation+Districts+Commission.htm>

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 respective website:
<http://www.louisvilleky.gov/PlanningDesign/Overlay+Districts.htm>

Application Type (please check correct box):

Certificate of Appropriateness: Butchertown Clifton Cherokee Triangle Individual Landmark
 Limerick Old Louisville Parkland Business West Main Street

Overlay Permit: Bardstown/ Baxter Ave Overlay (BRO) Downtown Development Review Overlay (DDRO)

Project Information

Please give a detailed description of the project (use additional sheets if needed): _____



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Contact Information *(continued)*

Applicant:** *Check if primary contact*
Name: _____
Signature: _____
Company: _____
Address: _____
City: _____ State: ___ Zip: _____
Primary Phone: _____
Alternate Phone: _____
E-mail*: _____

Plan Prepared by: *Check if primary contact*
Name: _____
Signature: _____
Company: _____
Address: _____
City: _____ State: ___ Zip: _____
Primary Phone: _____
Alternate Phone: _____
E-mail*: _____

Attorney: *Check if primary contact*
Name: _____
Signature: _____
Company: _____
Address: _____
City: _____ State: ___ Zip: _____
Primary Phone: _____
Alternate Phone: _____
E-mail*: _____

*For efficiency purposes, provide either the *primary contact's* e-mail address or fax number for agency comments.

** 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.



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Checklist

Requirements for all Submittals:

- 1. Completed Landmarks Application (the owner's information and signature is *required*)
- 2. A Development Information sheet (may be obtained from <http://www.lojic.org/>)
- 3. Current photographs showing building front, specific project area, and surrounding buildings
- 4. Pictures, samples, brochures, or other technical data describing materials, such as windows, doors, roofing, fencing, etc., to be used in the renovation or replacement
- 5. One (1) map of the project area and surrounding properties (may be obtained from <http://www.lojic.org/>)

Site Plan Requirements:

The necessity of these items will be determined by staff upon review.

- 6. Two (2) sets of site plans **drawn to scale** with dimensions, as applies to the project, indicating property lines, structures, landscaping, fencing, and parking
- 7. Two (2) copies of floor plans with each room labeled **drawn to scale** with dimensions
- 8. Two (2) copies of elevation drawings (a drawing showing exterior walls) **drawn to scale** with dimensions. For fencing only photos/drawings of the proposed fence are required

Committee Review Only:

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 from design guidelines.

- 9. Ten (10) sets of 11" x 17" format site plans drawn to scale with dimensions
- 10. Ten (10) sets of 11" x 17" elevations drawings to scale with dimensions
- 11. Ten (10) sets of 11" x 17" landscaping drawings to scale with dimensions
- 12. One (1) set of mailing labels for the 1st tier Adjoining Property Owners, including all owners, applicants, and contacts (*property owner information may be obtained from PVA*)
- 13. One (1) photo copy of the mailing labels



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Sample Site Plan

