



Please submit this application to the City Clerk no later than 10 days prior to the scheduled meeting. A hearing on the application will be conducted at the next regular meeting after the application is determined to be complete. (Phone: 245-2762) Any revisions to the application will be available at City Hall.

Description of Proposed Changes:

[illegible]

1. **New Construction/Alteration/ Addition** – Scaled drawings site plan, materials list, photographs.
2. **Demolition** – Photographs, current valuation, demolition cost.
3. **Signs** – scaled drawings of sign (with dimensions shown), location on building.

Type of work	No Approval Required	Commission Approval Required
Awnings		All Awnings
Construction of new buildings or additions		All new buildings or additions – including garages and porch enclosures
Cornices	Repair using existing material and duplicating design	Cladding with similar materials those portions facing any street, where the work duplicates original appearance. Any work which does not duplicate original appearance visible from the street
Decks	Rear, ground level decks that do not require alterations to any structure	Decks on elevation facing a street
Demolition		All
Doors		All changes visible from street
Fencing/Retaining Wall	Rear yard fencing/retaining wall not visible from any street within the Historic District	Fences/retaining wall in yard visible from street Low masonry retaining walls and walls over 18-inches in front yards
Fire Escapes		All fire escapes visible from the street
Gutters		Roofing over built-in gutters and applying an appropriate style gutter from the overhang – leaving all cornice details intact
Masonry cleaning, tuckpointing and painting	Chemical or water cleaning	Any other masonry treatment including tuckpointing and painting unpainted masonry: stone, brick, terra cotta and concrete
Parking Lots/Paved areas	Repaving	New parking visible from the street
Porch Fixtures	Flag brackets, house numbers, porch lights, mail boxes and door hardware	Removal or alteration of porch features including post and decorative trim
Roofs	Replacing original materials	Replacement of slate, tin or tile with composition shingles when repair is unfeasible. Alteration of roofline or other details visible from the street
Siding	Repair of wood siding with wood. Duplicates original appearance	Applying simulated materials on the public façade
Signs		All new signs attached to a building
Skylights	Installation not visible from the street	Installation that is visible from the street
Storm doors and windows		Installation constructed of a narrow frame, the same color as the adjoining trim which does not alter the visual effect of the opening. Any treatment that visually effects the opening.
Windows	New windows from visible from the street	Stained or leaded glass changes visible from the street including removal or installation of new windows

RULES OF PRACTICE AND PROCEDURE FOR HEARINGS ON CERTIFICATE OF APPROPRIATENESS

1. All applications to the Commission for Certificates of Appropriateness shall be in writing on forms provided by the Commission. Forms can be obtained at City Hall and on the city web site. The form indicates the information needed by the commission to evaluate an application.
2. Notice of the hearing to the applicant shall be sent by mail.
3. When a matter is set for a public hearing, the matter will be heard, even though no one in favor of, or in opposition to, the application appears at the hearing, unless the presiding officer directs otherwise.
4. Hearings of Certificates of Appropriateness will be held before a quorum of the Commission.
5. Each person who speaks at a public hearing shall identify him/herself and give his/her address and shall thereby become a party of record.
6. Each public hearing shall be conducted in the following order:
 - a. The Chair of the Commission or other presiding officer shall read the notice of the hearing and incorporate said notice into the record.
 - b. The applicant or his/her representative shall make a statement concerning his/her application and present relevant evidence in support of the application.
 - c. Other persons in favor of the application shall be heard.
 - d. Those persons opposed to the application shall be heard and present relevant evidence in opposition.
 - e. The applicant or representative may be heard in rebuttal.
 - f. Cross examination of any witness by the applicant or the applicant's representative, by a designated individual representing those opposed to the application, or by others, may be allowed to loosely at the discretion of the presiding officer.
7. The hearing shall be fairly and impartially conducted in accordance with due process of law. The presiding officer shall make determinations as to the relevance and materiality of evidence. The commissioner may require a preliminary summary of the evidence proposed to be elicited from a witness.
8. At all times, prior to and during the hearing, the Commissioner shall work with the applicant to find a mutually agreeable method of completing the proposed change.
9. The applicant shall be notified in writing of any decision.
10. All meetings and records of the Commission shall comply with the Kentucky Open Records statutes.
11. These rules shall be published and furnished upon request.
12. Any addition of correction to these rules and procedures will be available from the City Clerk.