



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.

[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   |
|--|---|--|
| <b>Awnings</b>                                     |   | All Awnings  |
| <b>Construction of new buildings or additions</b>  |   | All new buildings or additions – including garages and porch enclosures  |
| <b>Cornices</b>                                    | 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 |
| <b>Decks</b>                                       | Rear, ground level decks that do not require alterations to any structure                 | Decks on elevation facing a street   |
| <b>Demolition</b>                                  |   | All  |
| <b>Doors</b>                                       |   | All changes visible from street  |
| <b>Fencing/Retaining Wall</b>                      | Rear yard fencing/retaining wall not visible from any street within the Historic District | Fences/retaining wall in yard visible from street<br><br>Low masonry retaining walls and walls over 18-inches in front yards   |
| <b>Fire Escapes</b>                                |   | All fire escapes visible from the street   |
| <b>Gutters</b>                                     |   | Roofing over built-in gutters and applying an appropriate style gutter from the overhang – leaving all cornice details intact  |
| <b>Masonry cleaning, tuckpointing and painting</b> | Chemical or water cleaning  | Any other masonry treatment including tuckpointing and painting unpainted masonry: stone, brick, terra cotta and concrete  |
| <b>Parking Lots/Paved areas</b>                    | Repaving  | New parking visible from the street  |
| <b>Porch Fixtures</b>                              | Flag brackets, house numbers, porch lights, mail boxes and door hardware                  | Removal or alteration of porch features including post and decorative trim   |
| <b>Roofs</b>                                       | 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   |
| <b>Siding</b>                                      | Repair of wood siding with wood. Duplicates original appearance                           | Applying simulated materials on the public façade  |
| <b>Signs</b>                                       |   | All new signs attached to a building   |
| <b>Skylights</b>                                   | Installation not visible from the street  | Installation that is visible from the street   |
| <b>Storm doors and windows</b>                     |   | 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.       |
| <b>Windows</b>                                     | 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 or correction to these rules and procedures will be available from the City Clerk.