

**DANVILLE ARCHITECTURAL HERITAGE BOARD APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS**

Danville-Boyle County Planning and Zoning

445 W. Main St., Danville, KY 40422

859-319-6101 Email: jhouse@danvilleky.gov

<https://www.danvilleky.gov/219/Architectural-Heritage-Board>

Completed application must be submitted no later than 10 days prior to the Architectural Heritage Board Meeting on the 3rd Wednesday of each month.

Application Date: _____

Applicant Information

Applicant's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Property Owners Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Applicant's Agent/Representative: _____

Firm Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Section Instructions

Provide the applicants name, mailing address, telephone, and email address. If contact is other than applicant provide Applicant's Agent information. Provide building Owners name and information. Owner must sign application if other than signage is requested.

Property Information

Property Address: _____

Project type: Exterior Structure Alteration New Construction/Addition

Site alteration/Improvement Demolition

Sign (Sign Sheet Must Accompany COA Application)

Other (specify below)

Project Description: _____

Required Supporting Documentation

The Applicant must submit applicable documentation listed below with the completed and signed application. Incomplete applications will not be considered by the Danville Architectural Heritage Board.

- **Site plan required for all site alterations including additions, new construction or demolition** showing the lot/tract, building locations, outdoor sales display or storage areas, trash collection areas, parking areas, driveways, loading/unloading areas, sidewalks, open-space and landscaped areas, lighting locations, sign locations, ground mounted equipment areas, topography, drainage and flood plain areas, and another pertinent design elements.
- **Lighting plan required for all new lighting installations including new fixtures.**
- **Building elevations required for all design changes to primary and secondary facades** this includes doors and windows if change of design and materials are requested. Complete list and description of all materials.
- **Completed Sign worksheet for all sign requests.** If new stand-alone signage a site plan is required.
- **Completed Public Art worksheet for all public art projects.**

Note: Full size architectural drawings cannot be scanned and emailed to DAHB board for review. Please limit all drawings to no larger than 8 1/2” by 14”.

Applications for signs will be reviewed by P&Z before a COA is issued. Sign Worksheet must accompany this application or it will be not reviewed.

Applicant and Owner Certification

Please read carefully, initial, and sign below. I(We) do hereby certify that the information provided herein is both complete and accurate to the best of my knowledge, and I understand that any inaccuracies may be considered cause for invalidation of this application and any action taken on this application. I further hereby certify that I am aware of the plans and supporting documentation submitted as part of the application and aware of the required design standards and review process set for in the Historic Overlay District Design Guidelines. I hereby understand that I have one year from the date of DAHB review to complete all work described or reapplication must be submitted.

Applicant Signature: _____ Date: _____
Co-Applicant/Owner: _____ Date: _____

For Office Use Only

Case Number: _____ Date Received: _____
Comments/Conditions: _____

Administrative Review or DAHB Meeting (Date): _____

Final Action: _____ APPROVE _____ APPROVE WITH CONDITIONS _____ DISAPPROVE

Chairman/Staff: _____ Date: _____