



**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
CITY OF LOUISVILLE**

Date \_\_\_\_\_ Site Address \_\_\_\_\_

Property Owner(s) \_\_\_\_\_

Applicant (if different) \_\_\_\_\_

Address \_\_\_\_\_ Contact # \_\_\_\_\_

**Attach the following:**

1. A narrative which clearly describes the proposed activity subject to Design Review Board review.
2. Two color photographs of the present façade of each exterior wall of the building which is proposed to be altered or changed, including fences, signs, and satellite dishes, or other visible exterior improvements. Two color photographs of adjacent properties. (Photographs must be of an adequate size, detail, and clarity for reasonable review and use by the Design Review Board)
3. The plans of the location and dimensions of the proposed changes or exterior alterations to the proposed building(s) or alteration drawn as near as possible to scale. Such plans shall depict and fully describe using notations.
4. All proposed exterior changes and additions, including structural changes, windows and doorways, rooflines, fences, signs, awnings, balconies, shutters, satellite dishes and/or other visible exterior improvements; and
5. A description and samples of the proposed materials and colors to be used.
6. Scaled and dimensional drawings of all signage including the location, colors, and materials.
7. A Letter of Authorization from property owner and an Authorization for Property Access.
8. Non-refundable fee. *Please note: If approved, normal sign permit fees will be applied.*

Application complete:  Yes  No \_\_\_\_\_

Zoning Inspector

**For Office Use Only:** Zoning District \_\_\_\_\_ Lot # \_\_\_\_\_ Parcel # \_\_\_\_\_

\_\_\_\_\_ Listing of property owners and mailing addresses within one hundred (100) feet or at least two (2) properties deep from subject property and those directly across the public right-of-way from those properties receiving notice.