

CERTIFICATE OF APPROPRIATENESS APPLICATION

What is a Certificate of Appropriateness (COA) Permit?

A COA is a permit issued by the Ludlow Historic Preservation Board and the Building Inspector's Office authorizing plans for alterations, construction, or demolition of a landmark, a landmark site, or a structure which is located within a historic district.

When do I get a COA?

- *Alteration* of the exterior part of a structure that is visible to the public and the cutting down of a tree that is visible to the public.*
- *New Construction*
- *Demolition*
- *Relocation*

**An alteration is considered to be any act or process which changes one or more of the exterior architectural features of a structure designated for preservation. The painting or repainting of a structure shall not be considered to be an alteration, unless it involves the painting of a masonry or brick surface which has not been previously altered.*

If you are in doubt about whether or not a COA is required, contact the Historic Preservation Board at hpb@ludlow.org.

What should be included with a COA application?

In order to obtain a COA, an application must be filed. Applications may be picked up at the Building Inspector's Office at the Ludlow Municipal Building, 227 Elm Street. Sufficient documentation completely describing the project must be attached, as listed below:

Additions/Alterations to Existing Buildings

- *Plot (site) plans, including dimensions*
- *Landscaping plans, including dimensions*
- *Elevation drawings (including signs, decks, and fences/gates), including dimensions*
- *Type of building materials*
- *Color of materials*
- *Photographs of existing conditions*

The submitted drawings and written descriptions should explain how the project involves any of the following building elements:

- *Foundations*
- *Walls*
- *Porches, steps*
- *Doorways, doors*
- *Vents, grates, grills*
- *Chimneys*
- *Roof*
- *Decorative details*

New Construction

- *Plot (site) plans, including dimensions*
- *Landscaping plans, including dimensions*
- *Elevation drawings (including signs, decks, and fences/gates), including dimensions*
- *Type of building materials*
- *Color of materials*
- *Photographs of existing conditions*

Demolition

If you are proposing to demolish a building in the Central Historic District, please provide photographs showing the existing conditions, the current valuation of the property, and the demolition cost.

Signs

Please submit the following information specifically for signs:

- *Scaled drawing of sign*
- *Location of sign on property (use site plan to illustrate)*
- *Photographs of proposed sign*
- *Width of building*
- *Lot frontage*

What work does not require a COA?

Ordinary maintenance and repairs may be undertaken without a COA, provided this work on a landmark or a property in a historic district does not change its exterior appearance that is visible to the public.

The Ludlow Historic Preservation Board does not regulate the color of exterior paint, although it has prepared for the public some general recommendations about paint colors.

How long does the process take to complete?

Most applications can be issued a permit within two to four weeks. Each application must be reviewed by the Ludlow Historic Preservation Board. The Board meets on the first Monday of each month, at 7:00 p.m. in the Sts. Boniface & James Church rectory in the 300 block of Oak Street.

It is strongly recommended that owners or contractors apply for the permits well before the work is to be performed, particularly on large projects. This can help avoid scenarios where workers are set to begin a project the day after the application is submitted, but the application needs to be reviewed at the end of the month. The Historic Preservation Board also can provide design assistance in order to help an owner get their project to comply with the guidelines.

Does a COA ever expire?

The work listed on a COA permit must be completed within 365 calendar days. If the COA expires, another application should be made, and a current COA can be issued.

What is the fee?

There is no application fee associated with a Certificate of Appropriateness that is applied for before work is commenced.

Please be aware that if you undertake work in the Central Ludlow District without obtaining a COA, you will be fined as specified in Ordinance No. 2002-12, Section 9.

**LUDLOW HISTORIC PRESERVATION REVIEW BOARD
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Application Number (LHPRB use only)

1.) ADDRESS OF PROPERTY

2.) IS THE PROPERTY A LUDLOW LANDMARK? Yes _____ No _____

3.) IS THE PROPERTY LOCATED WITHIN A HISTORIC DISTRICT? Yes _____ No _____

4.) OWNER'S NAME: _____

Address:

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

5.) ARCHITECT'S NAME: _____

Address:

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

6.) CONTRACTOR'S NAME: _____

Address:

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

7.) ACTIVITY: (check as applicable) The Board will review all activity that is visible from the street or public way (alleys included).

a) ALTERATION – Front _____ Side(s) _____ Rear _____ Interior Only _____ (Visible from the street or public way? Yes _____ No _____)

b) ADDITION – Front _____ Side(s) _____ Rear _____ (Visible from the street or public way? Yes _____ No _____)

c) NEW CONSTRUCTION – Residential _____ Other? _____
(Visible from the street or public way? Yes _____ No _____)

d) RESTORATION - Front _____ Side(s) _____ Rear _____ Interior Only _____ (Visible from the street or public way? Yes _____ No _____)

e) ROOF – New _____ Re-roofing _____ / Front _____ Side(s) _____ Rear _____ (Visible from the street or public way? Yes _____ No _____)

f) GARAGE – New _____ Rehabilitation / Front _____ Side(s) _____ Rear _____ (Visible from the street or public way? Yes _____ No _____)

g) FENCE/GATE – New _____ Replacement _____ / Front _____ Side(s) _____ Rear _____
(Visible from the street or public way? Yes _____ No _____)

Material _____ Style/type _____ Dimensions _____

h) WINDOWS _____ STORM WINDOWS _____ DOORS _____ STORM DOORS _____

Restoration _____ Replacement _____ (Visible from the street or public way? Yes _____ No _____)

New _____ Material _____ Style/type _____

i) SIGN/AWNING – New _____ Restoration _____ Replacement _____ (Visible from the street or public way? Yes _____ No _____)

Material _____ Style/type _____ Dimensions _____

j) DEMOLITION – Partial _____ Total _____ Reason for Demolition ? (Write in section 8 below or use attachments)

k) RELOCATION OF A STRUCTURE - _____ Address of New Location: _____

l) OTHER – Describe in section 8 below or use attachments

8) DESCRIPTION OF ACTIVITY – Describe above activity (use attachments if necessary) and submit as applicable: Drawings of site plan showing location of activity; floor plans; design of exterior elevations (including signs, decks, and fences/gates), showing dimensions, and building materials. Failure to supply adequate documentation could result in delays in processing and denial of the request.

Project Start Date: _____ Project Completion Date (anticipated): _____

I understand that this application is for a Certificate of Appropriateness only and that a building permit is required for any uses associated with this location. I realize that drawings and measurements must be exact and if errors result in a violation of the Board's approval, then appropriate changes will have to be made. All statements are true to the best of my knowledge and belief.

Applicant's Name (print): _____ Signature: _____ Date: _____

Submit this application no less than 5 business days prior to the next scheduled Board meeting to the Building Inspector's Office at 227 Elm Street in Ludlow, Kentucky.

All submitted materials will be retained by the Board. Do not submit to the Board your only copy of any piece of documentation.

The Board meets the first Monday of every month at 7:00 p.m. in the Sts. Boniface & James Church rectory in the 300 block of Oak Street. All meetings are open to the public.