

CERTIFICATE OF APPROPRIATENESS: Purpose

A Certificate of Appropriateness (CoA) is required for all proposed major exterior alterations, new construction, and demolition within the Public Square Local Historic Overlay District as defined by Chapter 99 of the City's Ordinance Book and the City of Glasgow's Zoning Ordinance Chapter 158.270-272. The CoA application is required in all cases whether or not the project requires a building permit. A CoA is not required for painting and routine maintenance. If a building permit is required and the project meets the requirements, no building permit shall be issued without the prior issuance of a Certificate of Appropriateness.

All applications for a CoA shall be filed with the City of Glasgow's Building Inspector Department who will notify the Historic Commission. The Historic Commission is comprised of 9 individuals appointed by the mayor to review CoA applications in accordance with Ordinance No. 2496 and No. 2414/2400.

The application for a Certificate of Appropriateness is reviewed and approved by the Historic Commission at regular monthly meetings or special called meetings. The Historic Commission meets on the 1st Wednesday of each month (or by special call meeting if necessary) in the 2nd Floor City Council Small Chamber, Glasgow City Hall. A complete application submitted at least 7 business days prior to the Historic Commission's monthly meeting will assure review at that month's meeting.

Date Received: _____

Historic Commission President

Date Reviewed: _____

CERTIFICATE OF APPROPRIATENESS APPLICATION

PROPERTY ADDRESS:

APPLICANT INFORMATION:

Name: _____ Telephone: _____

Email: _____

Street: _____ City: _____

State: _____ Zip Code: _____

Applicant's Function: (*circle one*) Owner, Lessee, Agent, Architect, Contractor, Attorney, Other: _____

OWNER INFORMATION: (*if different from above*)

Name: _____ Telephone: _____

Email: _____

Street: _____ City: _____

State: _____ Zip Code: _____

Please answer the following questions to determine the review process necessary for the proposed project:

1. Does the project lie within the boundary of the Public Square Historic Overlay District? See attached MAP of area boundaries.

YES

NO

If no, your project does not require a Certificate of Appropriateness.

If yes, proceed with the next section.

Does your project included:

YES NO Significant renovation to the façade or areas visible by the public?

YES NO New construction

YES NO Demolition

YES NO Relocation of an existing structure

If you answer NO to all, your project does not require a Certificate of Appropriateness.

If you answered YES to *any* of the above activities you must submit plans to the Historic Commission for review PRIOR to beginning construction and/or demolition. Complete the following page and submit to Historic Commission c/o Glasgow Building Inspector, 126 East Public Square, Glasgow, KY. 42141:

Description of proposed work (Use additional sheet if necessary. Specify the name of the architect or contractor, if any.)

Age and style of building _____

Supporting documentation to include:

- Photographs
- Material Samples
- Plans, Elevations, & Sections
- Site Plan
- Other

Do you or a representative want to be present during the initial review? YES NO

Acknowledgement

In filing this application, I understand that it becomes a part of the public record of the City of Glasgow and hereby certify that all information contained herein is accurate to the best of my knowledge. Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

Signature of Applicant Type or Print Name of Applicant Date

Signature of Property Owner Type or Print Name of Property Owner Date