



# City of Covington

## CERTIFICATE OF APPROPRIATENESS APPLICATION

Date Received:	_____
Received By:	_____
COA Case#:	_____
Invoice #:	_____

**PLEASE COMPLETE THE BELOW INFORMATION**  
**\*INCOMPLETE and/or NON-LEGIBLE APPLICATIONS WILL NOT BE FOWARDED FOR HPC REVIEW**

**I. APPLICATION FEE SCHEDULE: \*\*\*Determined by Staff\*\*\***

<input type="checkbox"/> <b>Staff Level</b>	<b>\$50</b>	Fences and minor element changes approved in guidelines
<input type="checkbox"/> <b>Minor</b>	<b>\$100</b>	Material changes, roofs & fences not permitted in guidelines
<input type="checkbox"/> <b>Moderate</b>	<b>\$200</b>	Additions, renovations involving more than 1 exterior wall, partial demolition or new accessory structures
<input type="checkbox"/> <b>Major</b>	<b>\$400</b>	New primary structures & demolition of primary structures

**II. REQUIREMENTS:**

*\*The following items must be submitted as concurrent attachments to the application.*

A Certificate of Appropriateness application to include a cover Sheet, table of Contents, and the components listed below, as pertaining to request:

A. New Buildings and New Additions:

- Letter of Intent
- One boundary survey of the entire property and site plan showing the location of all site improvements (i.e., buildings, accessory structures, parking areas, pools, etc.)
- Architectural elevations/drawings of proposed;
- Floor plan;
- Description and photos of proposed materials.

B. Major Restoration, Rehabilitation or Remodeling:

- Letter of Intent;
- Architectural elevations/drawings of proposed; Photo/drawings of existing structure;
- Description of proposed changes (Refer to V. Scope of Work)
- Description and photos of proposed materials.

C. Minor exterior changes:

- Letter of Intent;
- Photos of existing conditions
- Description and photos of proposed materials.

D. Site changes – parking areas, drives and walks

- One boundary survey of the entire property and site plan showing the location of all site improvements;
- Description and photos of proposed materials;
- Photographs of existing and proposed site.

\* Further, the city of Covington's code of ordinances, to include Historic Preservation and Certificate of Appropriateness application procedures/forms (Chapter 16.52), are available on online via link <https://cityofcovington.org/index.php>.



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- If the request is for a demolition permit, please provide photographs and a detail narrative explaining how the criteria of Section 16.52.280(D) are met. Also include a narrative description and supporting documents of the proposed use for the site after demolition;
- D. A decision by the commission approving or denying an application for a certificate of appropriateness for the demolition of a building, structure, site, object or landscape feature shall be guided by:
1. Its historic, scenic or architectural significance;
  2. Its importance to the ambiance of an historic property or district;
  3. The difficulty or the impossibility of reproducing such property because of its design, texture, material, detail or unique location;
  4. Whether the property is one of the last remaining examples of its kind in the neighborhood or city;
  5. Whether there are definite plans for use of the property if the proposed demolition is carried out, and what effect such use would have on the character of the surrounding area;
  6. Whether reasonable measures can be taken to save the property from collapse; and
  7. Whether the property is capable of earning reasonable economic return on its value.
- Once a completed application has been received, the application will be processed/invoiced. Application fees, refer to fee schedule, can be paid in person, at time of submittal via cash, check or money order payable to the City of Covington or an invoice can be emailed to applicant and paid online (online payment instructions will accompany the invoice).

**III. PLEASE COMPLETE THE FOLLOWING:**

**Applicant:**

Printed Name:	
Mailing Address: <span style="float: right;">City / State / Zip</span>	
Telephone:	Email:

**Current Property Owner: (If different from the applicant)**

Printed Name:	
Mailing Address: <span style="float: right;">City / State / Zip</span>	
Telephone:	Email:

**Property Information:**

Property Address: <span style="float: right;">City / State / Zip</span>	
Parcel Number(s):	Parcel Size:
Description:	In addition to the Letter of Intent, describe below project proposed, including size, materials, etc.



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**IV. AUTHORIZATION FOR REPRESENTATION: (If the owner/applicant is requesting to be represented)**

I, \_\_\_\_\_, the owner of the subject property identified in this application,

do hereby authorize \_\_\_\_\_ to act on my behalf in all matters pertaining to the processing and approval of this application, including modifying the project accordingly to the terms and conditions set forth by the City of Covington. I agree to be bound by all representatives and agreements made by my designated representative.

Printed name of owner/applicant \_\_\_\_\_

Signature of owner/applicant \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of owner/applicant \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**V. CERTIFICATION:**

I, \_\_\_\_\_, the owner or authorized representative of the owner have read and understand the contents of this application. I certify that the information contained herein, including attachments and all other supporting information, is complete and true, to the best of my knowledge and belief.

Printed name of owner/applicant \_\_\_\_\_

Signature of owner or authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Notary:**

Sworn to and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Notary Seal



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**\*\* FOR OFFICIAL USE ONLY \*\***

### **EXEMPTION OR ADMINISTRATIVE APPROVAL:**

The building official may issue a Certificate of Appropriateness exemption for the erection, alteration, restoration, or removal of any accessory structures, fences, walls, steps and pavements or in cases where the building official finds that no material change in appearance is involved.

Reason(s) for exemption or administrative approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Planning & Development Director

\_\_\_\_\_

Date

### **HISTORIC PRESERVATION**

Approved  Denied  Approved with remarks

Signature Zoning Administrator: \_\_\_\_\_