



# City of Covington

## CERTIFICATE OF APPROPRIATENESS APPLICATION

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

COA: \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING:**

**I. APPLICANT:**

Name:	
Mailing Address:	
Telephone:	Email:

**II. CURRENT PROPERTY OWNER: (If different from the applicant)**

Name:	
Mailing Address:	
Telephone:	Email:

**III. PROPERTY INFORMATION:**

Property Address:	
Parcel Number(s):	Parcel Size:
Description:	Please describe, in detail, what you intend to do, how you plan on doing it and what materials will be used. Attach another sheet(s), photos and drawings if necessary.

**IV. PLEASE SUBMIT THE FOLLOWING:**

A Certificate of Appropriateness Report must accompany the Application. Refer to the submittal procedures for further detail. Please remit a non-refundable application fee of \$300.

**V. 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.

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

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

**VI. CERTIFICATION:**

I, \_\_\_\_\_ the owner or authorized representative of the owner(s), 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. I further certify that I understand that an approval of a COA in no way constitutes approval of an application for a building permit. A request for a permit to build requires a separate application, review and approval process.

Signature of owner/applicant or representative: \_\_\_\_\_

Date: \_\_\_\_\_



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

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### **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: \_\_\_\_\_