



Applicant & Owner Information

In filling out this form, please note that the term **Owner/ Co-Applicant** is used to denote that the owner of the subject property is considered to be a party to this application and that the owner has authorized its submission, even when the primary applicant is not the current legal owner of the subject property. Applications for Certificate of Appropriateness within the Downtown Overlay Districts will be reviewed for compliance with Article 21, Downtown Overlay Districts of the Owensboro Metropolitan Zoning Ordinance. The Downtown Design Coordination Committee (DDCC) will meet within three (3) weeks of the receipt of a complete application for those items requiring committee review and forward their recommendation to the Zoning Administrator for final action. The Downtown Design Administrator (DDA) will forward his/her recommendation to the Zoning Administrator within two (2) weeks for those applications that do not require DDCC committee review. A pre-application meeting with the DDA is encouraged for appropriate information on the process and materials to be submitted for review. **See Page B4 of this application for an overview of the typical application process for downtown overlay district projects.**

Applicant

Name _____
 Street Address _____
 City _____ State _____ Zip Code _____
 Day Telephone _____ E-mail _____

Owner / Co-Applicant

Name _____
 Street Address _____
 City _____ State _____ Zip Code _____
 Day Telephone _____ E-mail _____

Application prepared by

Name _____
 Street Address _____
 City _____ State _____ Zip Code _____
 Day Telephone _____ E-mail _____

Existing Zoning Classification	
Existing Use of Building/Property	
Proposed Use of Building/Property	

See Table 21.7 Schedule of Uses by Character Districts for B-2 Zoned Property, Table 8.2 Zones and Uses Table for other zoning classification and Article 21.142(o) for non-conforming uses.

Subject Property

Street Address _____

Overlay Character District PLEASE CHECK APPROPRIATE OVERLAY DISTRICT

<input type="checkbox"/>	Historic Core District	Article 21.81
<input type="checkbox"/>	Downtown Core District	Article 21.82
<input type="checkbox"/>	Riverfront Core District	Article 21.83
<input type="checkbox"/>	Riverfront Paseo District	Article 21.84
<input type="checkbox"/>	Riverfront Edge District	Article 21.85
<input type="checkbox"/>	Downtown Transition District	Article 21.86
<input type="checkbox"/>	Frederica Boulevard District	Article 21.87
<input type="checkbox"/>	Downtown Campus District	Article 21.88
<input type="checkbox"/>	Neighborhood District	Article 21.89

Type of Project PLEASE CHECK ALL THAT APPLY

<input type="checkbox"/>	DEMOLITION
<input type="checkbox"/>	EXTERIOR REHABILITATION OR RENOVATION
<input type="checkbox"/>	FAÇADE MAINTENANCE
<input type="checkbox"/>	INTERIOR REMODEL OR RENOVATION
<input type="checkbox"/>	NEW CONSTRUCTION
<input type="checkbox"/>	BUILDING ADDITION
<input type="checkbox"/>	OPEN SPACE DESIGN
<input type="checkbox"/>	LANDSCAPING/SCREENING/FENCING
<input type="checkbox"/>	PARKING LOT
<input type="checkbox"/>	PARKING STRUCTURE
<input type="checkbox"/>	CHANGE IN USE

Application Materials to Submit

ITEMS	PAGE
Applicant & Owner Information	1
Applicant & Owner Certifications	
Description of Proposed Use/ Activity	2
Site Plan Drawing/Architectural Drawings	
R-O-W Encroachment Approval <i>(if applicable)</i>	
Filing Fee	3

Applicant & Owner Certifications

By the Applicant: I do hereby certify that, to the best of my knowledge and belief, all application materials are herewith submitted, and the information they contain is true and correct.

By: _____
 Applicant's Signature _____ Date _____
(Please type or print name below signature)

By the Owner/Co-Applicant: I do hereby certify that I am the owner of this property and authorize the submission and consideration of this application.

By: _____
 Owner's Signature _____ Date _____
(Please type or print name below signature)

PLEASE TYPE OR PRINT

Site Plan Drawing Architectural Drawings

Submit copy of drawings that illustrates the items in the following list. A site plan must be submitted for all new construction projects, including additions and for open space projects, parking areas, site landscaping and screening projects. Exterior rehabilitation and renovation projects, façade maintenance and interior only projects with no exterior features added do not require the submission or a site plan, but do require submission of building plans, architectural elevations and renderings as needed to demonstrate compliance with the Building Design Standards.

- Title block containing the name of the project, type of application, name and address of the applicant, plan preparer and owner and a written and graphic scale.
- Site plan showing all existing and proposed building locations, dimensioned parking areas if applicable, access locations, easements and any other features existing or to be placed on the property.
- Location of the subject property including delineation of underlying zoning, Overlay Character Districts, required and recommended streets (if any) and any special frontage requirements (if any).
- When subdivision of land is required, the layout of proposed blocks, lots, streets, easements, alleys, and trails, if any consistent with this ordinance and other ordinances and plans, as applicable.
- All proposed uses on the property and/or buildings. For buildings with mixed uses, indicate all uses within entire building.
- Street designation along all public frontages of the property and compliance with the building form and development standards for the specific Overlay Character District the property is located in.
- Screening, landscaping, and private open space provisions as required by Article 2.
- Distances, by dimension, of buildings to property lines and existing or proposed parking facilities (include parking layout).
- Building plans, architectural elevations and renderings of proposed building(s) and proposed renovations of existing building(s) including demonstration of compliance with Building Design Standards.
- Any other information that may be reasonably necessary to review and determine whether the proposed project complies with Article 21.
- Refer to attachments for additional information.

Description of Proposed Use/ Activity

In the space below or on an attached sheet, describe clearly and accurately the proposed use, activity, work, etc.

PLEASE TYPE OR PRINT

Public Right-of-Way Encroachment Approval

In accordance with **Section 21.142(m)**, any encroachment over, into or within public right-of-way, must be approved by the City of Owensboro or its designee in writing and shall include:

- A statement that allows the Zoning Administrator to issue a permit for encroachment to be placed within the public right-of-way; and,
- A written statement from the landowner holding the legislative body, the Downtown Design Administrator the Zoning Administrator, and the OMPC harmless from the placement of the encroachment within the public right-of-way.

DOWNTOWN DESIGN ADMINISTRATOR USE ONLY			
Tracking #:		Recommend Approval Date:	
DDCC Review Date (if applicable):		Recommend Denial Date:	
Appeal to OMBA Date:		HPB Review Date:	
HPB Recommendation to OMBA Date:		Appeal to HPB Date:	
OMBA Hearing Date:		HPB Hearing Date:	
OMBA Final Decision Date:		HPB Final Decision Date:	
This application has been reviewed and is recommended for: Approval <input type="checkbox"/> Denial <input type="checkbox"/>			
of the Certificate of Appropriateness for the property located at: _____ Street Address			
within the Downtown Overlay Character District identified as: _____ Overlay Character District			
_____ Conditions/Comments			
_____ Signature Downtown Design Administrator		_____ Date	

FORWARDED BY DDA TO ZONING ADMINISTRATOR WITH APPLICATION FEE OF \$75.00 FOR FINAL ACTION

FINAL ACTION			
COA APPROVAL:		FOR ZONING ADMINISTRATOR USE ONLY	COA DENIAL:
The Certificate of Appropriateness for the above named subject property is approved.			
_____ Signature of Zoning Administrator		_____ Date	
The Certificate of Appropriateness for the above named subject property is denied for the following reasons.			
_____ Signature of Zoning Administrator		_____ Date	

Design standard deficiencies may be appealed to the Historic Preservation Board (HPB) for design standard exceptions. Applications for dimensional variances sought may be made to the Owensboro Metropolitan Board of Adjustment (OMBA). Applications to the OMBA require a recommendation from the HPB to be submitted with the application. Appeals to the Zoning Administrator's interpretation may be made to the OMBA with a recommendation from the HPB.

X indicates requirement

+ indicates may be required depending on scope of project

	Certificate of Appropriateness	DDA Review & Recommendation	DDCC Review & Recommendation	Zoning Administrator Final Approval COA	HPB Recommendation	HPB Review and Final Decision	OMBA Review and Final Decision	City Engineer Site Plan Drainage	OMPC Development Plan Approval	OMPC Building Plan Review	Building Permit	Electrical Permit	Required OMPC Building Inspections	Required OMPC Electrical Inspections	DDA Inspection for Compliance	Certificate of Occupancy
1 Ordinary maintenance to existing building with no changes to exterior/ no electric																
2 Renovation or alteration of a building interior with no exterior façade changes in all character districts									+	+	+	+	+	+		+
3 Renovation or alteration to a building	X	X	X	X	+											X
4 Addition to a building	X	X	X	X	+			X		X	X	X	X	X	X	X
5 Construction of new building	X	X	X	X	+			X	+	X	X	X	X	X	X	X
6 Demolition of existing building within Historic Core	X	X	X	X		X										
7 Demolition of existing building in other character zones	X	X	X	X	X											
8 Construction of Parking Garage	X	X	X	X	+			X		X	X	X	X	X	X	X
9 Construction of new surface parking lot or expansion of an existing parking lot	X	X	X	X	+			X							X	
10 Construction of Major Civic Venue	X	X	X	X		X		X	+	X	X	X	X	X	X	X
11 Change of use within non-conforming building with no exterior façade changes	X	X		X						+	+	+	+	+		+
12 New sign or alter an existing sign	X	X		X							X	+	X	+	X	
13 Master sign plan approval	X	X	X	X		X					X	+	X	+	X	
14 Canopies, awnings, other appurtenances	X	X	X	X							X	+	X	+	X	
15 Request for dimensional variance from requirements of Article 21		X	X		X		X									
16 Request for exceptions to design standard requirements of Article 21		X	X			X										
17 Request to appeal interpretation of design standard requirements of Article 21		X	X			X										
18 Request to appeal interpretation of dimensional requirements of Article 21		X	X		X		X									
19 Request to change from one non-conforming use to another non-conforming use		X	X		X		X									
20 Appeal decision on demolition of building		X	X			X										

All decisions of the OMBA and HPB are final actions and may be appealed to the court of appropriate jurisdiction. Any encroachments onto public right-of-way require approval of City Engineer in accordance with Section 21.142(m). The chart above is for summary purposes only and may not be inclusive of all projects submitted for approval. Please consult the Downtown Design Administrator prior to application for appropriate approval process.