

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 S4 of this application for an overview of the typical application process for downtown overlay district signage/feature 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	

Date Application Submitted:	
Existing Zoning Classification:	

Subject Property

Street Address

Overlay Character District PLEASE CHECK

APPROPRIATE OVERLAY DISTRICT		
<input type="checkbox"/>	Historic Core District	See Article 21.13/Table 21.13
<input type="checkbox"/>	Downtown Core District	See Article 21.13/Table 21.13
<input type="checkbox"/>	Riverfront Core District	See Article 21.13/Table 21.13
<input type="checkbox"/>	Riverfront Paseo District	See Article 21.13/Table 21.13
<input type="checkbox"/>	Riverfront Edge District	See Article 21.13/Table 21.13
<input type="checkbox"/>	Downtown Transition District	See Article 21.13/Table 21.13
<input type="checkbox"/>	Frederica Boulevard District	See Article 21.13/Table 21.13
<input type="checkbox"/>	Downtown Campus District	See Article 21.13/Table 21.13
<input type="checkbox"/>	Neighborhood District	See Article 21.13/Table 21.13

Type of Sign/Feature PLEASE CHECK ALL THAT APPLY

<input type="checkbox"/>	BUILDING SIGN
<input type="checkbox"/>	MONUMENT SIGN
<input type="checkbox"/>	POLE SIGN
<input type="checkbox"/>	BUILDING BLADE SIGN
<input type="checkbox"/>	TENANT BLADE SIGN
<input type="checkbox"/>	MARQUEE SIGN
<input type="checkbox"/>	SANDWICH BOARD SIGN
<input type="checkbox"/>	LIGHT POLE BANNER
<input type="checkbox"/>	DIRECTORY SIGNS
<input type="checkbox"/>	AWNING OR CANOPY WITHOUT SIGN
<input type="checkbox"/>	AWNING OR CANOPY WITH SIGN
<input type="checkbox"/>	OTHER FEATURES OR APPURTENANCES

Application Materials to Submit

ITEMS	PAGE
Applicant & Owner Information	1
Applicant & Owner Certifications	
Description of Signs/Features	2
Site Plan Drawing/ Sign Drawing	
R-O-W Encroachment Approval (if applicable)	
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)	

Site Plan Drawing Sign Drawings

Submit copy of drawings that illustrates the items in the following list. A site plan must be submitted for all new monument, pole, or directory signs. Projects for signs/features mounted to buildings do not require the submission of a site plan, but do require submission of drawings, elevations, dimensions and renderings as needed to demonstrate compliance with the Design Standards of Article 21.81 and Article 21.13/Table 21.13.

- ☐ 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, parking areas if applicable, access locations, easements and any other features existing or to be placed on the property with the proposed monument signs, pole signs and directory signs locations shown.
- ☐ Address of the subject property including delineation of underlying zoning and Overlay Character Districts.
- ☐ All proposed uses on the property and/or buildings. For buildings with mixed uses, indicate all uses within entire building.
- ☐ Indicate the location and size of the existing signs/features to remain on the building or on the lot.
- ☐ Demonstrate through drawings compliance with the building form and development standards for the specific Overlay Character District the property is located in.
- ☐ Dimensions of all signs/features proposed, including height, width, vertical clearance and graphic representation showing the design of the proposed signs/features.
- ☐ Indicate message on all sign/feature types.
- ☐ Any other information that may be reasonably necessary to review and determine whether the proposed project complies with Article 21.
- ☐ For encroachments proposed within existing utility easements, refer to Article 3-5(c) 1.
- ☐ Refer to attachments for additional information.

Description of Proposed Sign/Feature

In the space below or on an attached sheet, describe clearly and accurately the proposed sign, awning, canopy, feature or other appurtenance including dimensions, proposed lighting, proposed message, colors and materials used for construction of the feature.

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 ☐ Denial ☐

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			
_____ 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.