Design Guidelines

All staff or ARC decisions are based on the Design Guidelines, which ensure that historic design features and materials are preserved when possible and that any new materials are compatible with the architectural style of the building.

The Design Guidelines regulate changes to all sides of the building, the front and rear yards, and streetscape. All preservation districts and individual landmarks adhere to the Standard Design Guidelines, excluding Clifton which has its own set of guidelines.
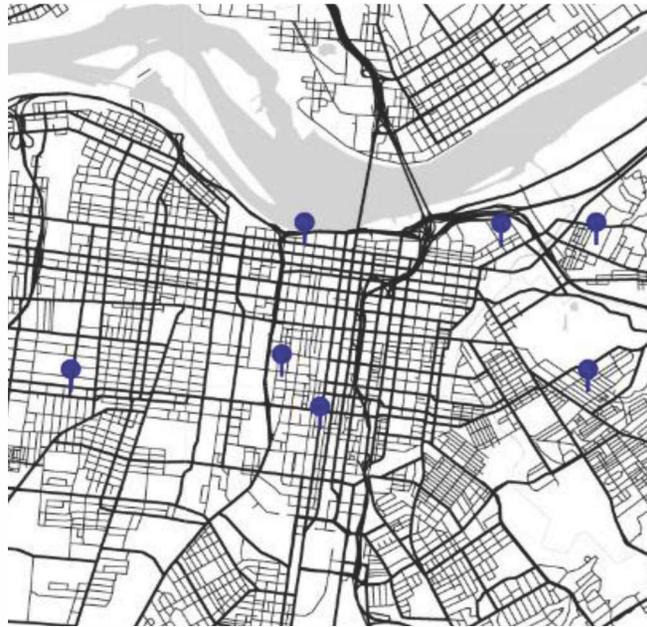
The Design Guidelines also serve as a resource for property owners. All Design Guidelines can be found at the Office of Planning & Design Services:

https://louisvilleky.gov/government/ planning-design/historic-preservation- urban-design

For any questions or concerns, please contact the Landmarks Staff at (502) 574-6230.

Louisville Metro's Historic Preservation Districts

Landmarks staff is here to help. Please contact us with any questions. We are happy to meet on site to discuss any project and provide feedback.

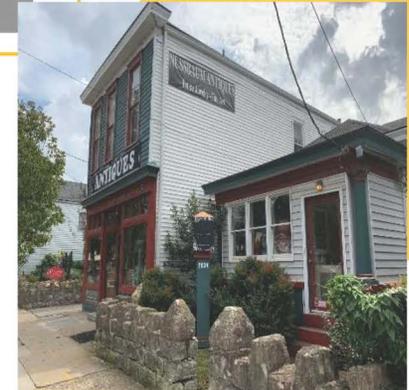## DEVELOP LOUISVILLE
LOUISVILLE FORWARD

Office of Planning & Design Services

444 S. 5th Street
Suite 300
Louisville, KY 40202
(502) 574-6230

louisvilleky.gov/government/planning-design

Certificate of Appropriateness (COA) Application

Old Louisville Preservation District

Certificate of Appropriateness (COA)

A COA is a document issued by staff or the Architectural Review Committee (ARC) certifying that the proposed exterior alteration to a structure or property complies with the Design Guidelines. An exterior alteration includes changes to all sides of the building, the front and rear yards, and streetscape.
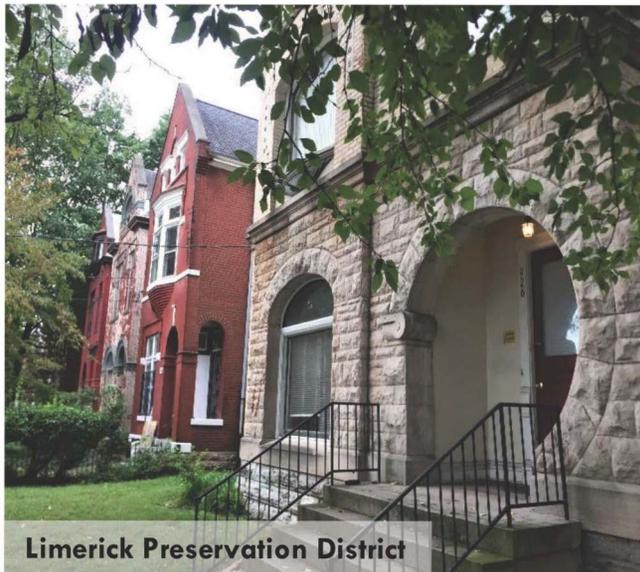
Common alterations requiring a review include, but are not limited to, signs, decks, fences, windows, doors, siding, roofing, retaining walls, and painting masonry.

When to apply for a COA?

If you own or live in one of Louisville's Individual Landmarks or within one of the seven Historic Preservation Districts you may need a COA to do any exterior work to the building or site.

The time to apply for a COA is **before** proceeding with any exterior changes. Any work completed without a COA could lead to fines. *There is no fee for COA applications.*

The COA application can be found on our website: **https://louisvilleky.gov/ government/planning-design/ historic-preservation-urban-design** You can also come to our office to apply in person.

Limerick Preservation District

COA Process

1. Applications must be submitted by Friday to be distributed to a case manager on the next business day.
2. Landmarks staff will determine whether the application can be reviewed at staff- or committee-level as defined in the Landmarks Ordinance.
   a. If it is a staff-level review, there is a two-week review period. Generally, the case manager will issue a COA with an approval, or an approval with conditions.
   b. If the COA needs to be reviewed by the ARC, the application will be placed on the next available ARC agenda for a public meeting. This could take up to two months as it requires a public notification process.
3. A COA decision made by staff or the ARC can be appealed within 30 days of that decision.

As a note, consistent communication with your case manager throughout the entire COA process is vital to the success of an application.