



## CERTIFICATE OF APPROPRIATENESS (COA) IN HISTORIC PRESERVATION OVERLAY ZONES

City of Covington- Historic Preservation and Planning  
Department of Development  
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A **COA** is a permit required for any exterior changes to properties located in the City's Historic Preservation Overlay Zones. There is no charge for this permit and, once issued, it remains valid for six months. Zoning and building permits will not be approved in these areas until after a COA has been issued by the Historic Preservation Office.

The Historic Preservation Overlay Zones are: Ohio Riverside; Licking Riverside; Downtown Commercial; Seminary Square; Mutter Gottes; Main Strasse; and Pike Street. Maps outlining the exact boundaries of these zones are included in the Historic Covington Design Guidelines. Specific information about your property may be obtained by contacting the City's Historic Preservation Office by phone at 859-292-2171, or via e-mail at eahouse@covingtonky.gov.

### **GENERAL INFORMATION**

A COA is not required for maintenance and repair if no replacement materials are necessary. For most other work, staff can issue a COA upon receipt of a completed application. All other applications are reviewed by the Urban Design Review Board (UDRB), which typically meets on the 3<sup>rd</sup> Monday of each month at 4:00p.m. For review by the UDRB, applications and detailed information must be submitted at least 10 business days before the next scheduled meeting.

COA application forms may be obtained from the City of Covington Historic Preservation Office, located on the 2<sup>nd</sup> floor of City Hall, 20 W Pike Street, or on the city's website at [www.covingtonky.gov](http://www.covingtonky.gov).

The following is a sample list of some common COA application requests and requirements. This list does not include all possible requests - please note that **ANY EXTERIOR CHANGES OR MODIFICATIONS REQUIRE A COA** before the work may begin. In general, if one proposes to replace historic material, it must be deemed beyond repair by a knowledgeable professional.

All applications will require a current photo of the building and/or the specific area/element being requested for exterior changes.

- **Painting:**  
**No COA is required** if re-painting in the same colors previously granted a COA.  
**A COA is required** if the paint colors are being changed. Paint chips, and a description or drawing describing color placement must be submitted (no other permit is required).
- **Exterior Doors:**  
**A COA is required.** A current photo of the house, a photo or drawing of the proposed door, along with a description of colors and materials must be submitted (a building permit is required if there is a change in door opening size).
- **Windows:**  
**A COA is required for all new windows. A COA may be issued by staff** for any new wood windows which match the existing windows exactly (no other permit is required).  
**UDRB Review is required** for all other window applications. A photo or drawing showing the type, style and color of the proposed windows must be submitted (a building permit is required if there is a change in window opening size).

- **Fencing:**  
***A COA is required.*** A site plan showing the location of the fence and a photo or drawing of the fence, along with a description of materials, must be submitted (a zoning permit is required).
- **Porches:**  
***No COA is required*** for in-kind repair, any new elements must match original exactly (no other permit is required).  
***UDRB Review is required*** for any proposed changes to a historic porch or for any new porch. Plans, elevations, a description of materials and colors must be submitted (zoning and building permits may be required).
- **Decks/Exterior Stairways:**  
***UDRB Review is required*** for all new decks and exterior stairways. Plans, elevations and a description of materials and colors must be submitted (zoning and building permits are required).
- **Roofing:**  
***No COA is required*** for in-kind replacement (gray shingle to gray shingle).  
***A COA is required*** if any change in color, style, or type of materials is proposed. Samples of the new material must be submitted (a building permit is required if roofing material is changed).
- **Siding:**  
***A COA is required. A COA may be issued by staff*** for any new wood or wood composite siding (no other permit is required).  
***UDRB Review is required*** for all other siding applications. A brochure or physical sample of the proposed siding, a description of the placement of the siding on the building and the proposed color(s) must be submitted (no other permit is required).
- **Signage:**  
***A COA is required.*** A drawing from the manufacturer showing all verbiage, graphics, colors, illumination, location and type of mounting must be submitted (a zoning permit is required for all signs; a building permit may be required).
- **Awnings:**  
***A COA is required.*** A drawing from the manufacturer showing style, materials, colors and type of mounting must be submitted, if signage is included on awning all verbiage and graphics must be depicted (zoning and building permits may be required).
- **Parking Lots:**  
***UDRB Review is required*** for all new parking lots. A site map, including required landscaping, and a description of materials must be submitted (zoning and building permits are required).
- **Parking pads:**  
***A COA is required. A COA may be issued by staff*** for new parking pads located at the rear of the property. A site plan and a description of materials must be submitted (zoning and building permits are required).  
***UDRB Review is required*** for new parking pads located at the front of property and new driveways. A site plan and a description of materials are required for both (zoning and building permits are required).
- **New Additions:**  
***UDRB Review is required*** for all new additions. Plans, elevations, a description of materials and colors must be submitted (zoning and building permits are required).
- **Demolitions:**  
***UDRB Review is required for any demolition in the HPO zones.*** The applicant must state and substantiate which of the 4 conditions required by the **Historic Covington Design Guidelines** is being met. A structural engineering report and an independent cost analysis may be required and a site plan or description of the proposed new use must be presented (building permit also required).

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