



## DOCUMENTS REQUIRED FOR A CERTIFICATE OF APPROPRIATENESS FOR NEW CONSTRUCTION/MAJOR ALTERATIONS

City of Covington- Historic Preservation and Planning  
Department of Development  
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**A Certificate of Appropriateness (COA) is required for *any* exterior change to property located in the City's Historic Preservation Overlay Zones. Maps of the Historic Preservation Overlay Zones are available at [www.covingtonky.gov](http://www.covingtonky.gov).**

1. To obtain a Certificate of Appropriateness, a completed application form signed by the property owner must be submitted with all supporting documentation. Application forms are available online at [www.covingtonky.gov](http://www.covingtonky.gov). One set of documents is sufficient unless otherwise indicated by the Historic Preservation and Planning Specialist.
2. An application for a Certificate of Appropriateness is not considered complete until all illustrative material necessary to adequately describe the proposed project has been submitted to the Historic Preservation Officer. The Urban Design Review Board may refuse to consider an application for a Certificate of Appropriateness if it judges that insufficient information has been provided by the applicant.
3. All contractors are required to have a current City of Covington occupational license; contact the Finance Department at 859-292-2183.

All new construction and major alterations must be reviewed by the Urban Design Review Board. The Board generally meets once a month, on the third Monday of the month. All application materials are due *two weeks* prior to the Board meeting; please call the Historic Preservation Office to confirm application deadlines and Board meeting dates.

### **Documents Required for Review:**

Site plans, elevations and/or perspectives, drawn at a scale with sufficient detail to show the location of improvements on the site (if applicable) and the architectural design and exterior appearance of buildings and structures on the site. These drawings must include the following information (unless waived by the Historic Preservation Officer):

- Existing and proposed principal and accessory buildings, including location, dimensions, and height;
- Existing and proposed site plans.
- A color rendering of the proposed construction (optional, but helpful);
- Driveways, sidewalks, walkways, terraces, and other paved surfaces;
- Accessory structures, including walls, fences, porches, lighting, signs, and other site improvements;
- Existing and proposed landscape areas and materials, if proposed to be altered;
- Proposed materials, textures, and colors. If the material is not a common material the applicant may be required to include samples of materials or color samples.
- All properties immediately adjacent to the site must also be included in the site plan; a site section and/or site elevations, including any adjacent properties, may be required for new construction.

## **Plan Requirements**

All plans shall be comprehensive, detailed and legible. Plans shall contain but shall not be limited to the following information unless otherwise advised by the Historic Preservation and Planning Specialist:

1. An index of drawings located on the first sheet;
2. A site showing street location; the location of the proposed building, addition or structure and all existing buildings on the site, including setbacks from all property lines to the proposed and existing structures, distances between all buildings, number of stories, building height, and shape and dimensions of the lot.
3. All elevations necessary to completely describe the exterior of the building, including floor to floor dimensions; and
4. Plans shall bear the project address and the identification of the person primarily responsible for their preparation on each sheet.
5. If plans are provided in a format that is larger than 11x17, it is also requested that a complete 11x17 set also be submitted either in hard copy or an electronic version be provided to be able to make 11x17 reproductions.

**Note: The aforementioned information is general in nature. Additional information may be required by the Historic Preservation and Planning Specialist.**