

- Certificate of Zoning Compliance -

(Please Print or Type)

Date

Department of Planning
 City Hall
 PO Box 2267
 Paducah, KY 42002-2267

For Office Use Only	
<input type="checkbox"/> Application <input type="checkbox"/> Pre-App Conf _____ <input type="checkbox"/> Copies <input type="checkbox"/> Fee <input type="checkbox"/> Public Hearing _____	Date Stamp

Commission Members:

An application is hereby made to the Historical Architecture Review Commission pursuant to Section 126-120 (6) b of the Paducah Zoning Ordinance for a Certificate of Zoning Compliance.

The property is located at: _____

Zoning Classification: NSZ (Neighborhood Services Zone)

Title to said property is vested in: _____

Name

Address

Phone Number

Owner Leasee Tenant

General description of each modification _____

Do all drawings, materials and samples along with other items required by HARC guidelines accompany this application? (see directions on page 3) _____

If not, explain _____

Is there an application relevant to this property and the subject modifications or improvements pending or being contemplated before the Paducah Planning Commission or City Commission? _____

If so, specify _____

Is there any approval pending any other regulatory or administrative authority which may have a bearing on the modifications or improvements which are the subject of this application such as a correction notice from the Department of Inspection? _____

If so, specify _____

It is recommended by the Commission to review all policies and procedures of HARC including the Fountain Avenue Design Guidelines before submitting an application. Copies may be obtained in the Planning office.

By signing and submitting the signed application, the applicant is granting permission for relevant city staff and HARC personnel to inspect the exterior of the structure and the surrounding property. Failing to provide the required elements listed in the application and on the application instructions may result in a delay of the hearing for all or part of the application. The Planning Department reserves the right to not process incomplete applications. If permission is granted by the HARC to make improvements, a building permit is required from the Department of Inspection before any of the improvements take place.

The filing fee of \$25.00 plus a fee of \$16.00 for recording purposes, plus eight (8) copies of the proposed exterior changes in accordance with the Fountain Avenue Design Guidelines and a list of the names and addresses of the owners of the adjacent properties are included herewith.

It is understood that a public hearing will be held on this application and that notice thereof will be mailed to the undersigned and to the owners of all property deemed to be affected. The notice shall be published in a daily newspaper as required by law.

Very truly yours,

Signature

CERTIFICATE OF ZONING COMPLIANCE APPLICATION INSTRUCTIONS

The nature of the Application and exhibits which should be filed depends on whether the improvement is **MAJOR** or **MINOR**.

MAJOR improvements include:

1. Construction of a new building or structure.
2. Construction of additions.
3. Change of structure's architectural style.
4. Alteration of the roof line.
5. Anything which HARC staff determines to be major.

MINOR improvements shall include:

1. Addition or deletion of awnings, shutters, canopies, etc.
2. Addition of exterior material of a new type, color or texture.
3. Anything which HARC staff determines to be minor.

RECOMMENDED EXHIBITS

All applications must be signed by the applicant, and if applicant is leasing or renting the premises, co-signed by the owner of the property. It is recommended all Applications for both **MAJOR** and **MINOR** improvements be accompanied by the following:

1. Current photography of the property showing its present condition.
2. Physical samples of all materials, items or devices to be installed accurately showing color, texture and scale.

In addition, with respect to **MAJOR** improvements, the following exhibits are recommended:

1. Layout or site plan of the property showing all existing and proposed improvements.
2. Elevations drawn to scale of all sides showing complete architectural details and all exterior equipment and appurtenances located on the roof, walls and ground. All existing and proposed materials and finishes shall be identified, noted on the elevation and keyed to photographs.

HARC meets regularly on the second Monday of each month. The deadline for applications is 10 days prior on a Friday before noon.