

PHONE 859-441-1055
FAX 859-441-5104
www.ftthomas.org



130 N. FT. THOMAS AVE.
FT. THOMAS, KY 41075

CERTIFICATE OF APPROPRIATENESS APPLICATION

DESIGN REVIEW BOARD

PROPERTY ADDRESS _____

APPLICANT _____

Address _____ Phone no. _____

OWNER(S) _____

Address _____ Phone No. _____

CONTRACTOR: _____ Phone No. _____

Address: _____

Work Proposed: (Describe proposed work, types of building materials, colors of material, methods to be used, etc.)

Attach additional information to completely describe the project. Information required may include elevations, site plans, specifications, material samples, or other drawings. Failure to supply documentation could result in delays in processing and denial of the request.

Owners Signature Date

Applicants Signature Date

<p>OFFICE USE ONLY RECEIVED BY: _____ DATE _____ MEETING DATE: _____ DISTRICT _____ MIDWAY _____ MIDTOWN _____ ZONE: _____ TYPE OF WORK: _____ _____</p>

CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS

DESIGN REVIEW BOARD

Work reviewed by the Urban Design Review Board includes:

- New Construction
- Additions
- Demolition
- Parking lots
- Exterior renovation or rehabilitation
- Signs

Sufficient documentation completely describing the project must be attached. Depending on your project, information in addition to the list below may be required.

- Plot (site) plans
- Landscaping plans
- Elevations
- Types of building materials
- Color of materials or paints (paint charts or material samples needed)

The submitted drawings and written descriptions should explain how the project involves any of the following building elements:

- Foundations
- Porches, steps
- Windows, sash
- Chimneys
- Decorative details
- Walls
- Doorway, doors
- Vents, grates, grills
- Roof
- Signs

For approval of signs, please contact the Zoning Administrator at 859-572-1224.

- Provide a scaled drawing giving exact dimensions of the sign design, typography, color specifications, and any illustrated images including logos.
- Scaled color drawings, location, photograph of building, width of building and lot frontage shall all be submitted with the Application for Certificate of Appropriateness.
- Supply specifications of materials the sign will be constructed with (i.e. wood, MDF, metal); hardware and type of mounting system (brackets, poles, posts); and color applications (enamel paint, gold leaf, vinyl, etc.).

The Design Review Board will request a description of fabrication method and the name of the sign maker.