

## **COA Checklist**

A COA is required for any change to the exterior of a building, any new construction (including accessory buildings, pergolas, patios, etc.) or any changes to the property site (landscaping, fence, driveway, parking lot). In-kind repairs (no change in materials, size, color) do not require a COA, but have a separate form that must be filled out and turned in to the Preservation Coordinator before the work has taken place.

\*Applications that contain any additions, changes in placement, or consideration of setbacks must be *approved and signed* by the Director of the Joint City-County Planning Commission of Nelson County.

### **Required for all applications**

A completed application must include:

- COA application
- Fee
- Clear color photographs of the building, object, site, and structure, showing current conditions
- Project narrative (summary of work)
- All required supporting documents

\*The fee is paid and accepted when the COA application and supporting documents are submitted. Application must be complete by the deadline. See [https://www.cityofbardstown.org/government/historic\\_preservation/index.php](https://www.cityofbardstown.org/government/historic_preservation/index.php) for deadlines & more information.

### **Signs**

- Color graphic/mock-up with dimensions
- Lettering sign board materials
- Sign post dimensions and materials
- Sign placement
- Mounting method
- Illumination

### **Exterior Painting**

- Paint samples
- Description of what is to be painted

### **Fence**

- Scaled site plan showing proposed and existing fence location
- Design of fence
- Dimensions of fence
- Fence materials

\*Vinyl fences and privacy fences in the front yard are not permitted.

### **Major Landscaping**

- Scaled site plan showing location of plantings
- Notation showing tree/large shrubs are to be removed or planted
- Summary of reasoning for removing a mature canopy tree

### **Patios, walkways, driveways**

- Scaled site drawing showing location and remaining open space materials
- Drawing showing type, design and dimensions of driveway
- Materials

### **Lighting**

- Type
- Materials
- Design
- Orientation and location of fixture
- Spec sheet

### **Construction of deck, porch, ramp, pergola, accessory building, exterior, staircase**

- Scaled site plan showing location, setbacks, and remaining open space materials
- Paint samples
- Scaled drawing with dimensions
- Landscaping plan
- Materials
- Spec sheets

### **Replacement of roof, siding, windows, doors, shutters**

- Specify what will be replaced and their location on the building
- Specs sheets for all replacement materials
- Catalog sample for windows, shutters, doors showing dimensions, materials, etc.
- Paint samples

### **Conditional Use Permit**

- Proposed use
- Is proposed used permitted?
- Zoning classification
- Scaled site plan
- On-site and street parking
- Signage

### **Parking Lot**

- Scaled site plan showing dimensions and remaining open space
- Materials

### **Construction of building addition or garage**

- Scaled site plan showing lot dimensions, setbacks, location of proposed construction, and remaining open space scale
- Scaled elevation drawings of all sides
- Materials and colors (provide actual paint sample)
- Roof type, pitch, and material
- Construction details/Spec sheets for all doors and windows.
- Lighting plan
- Landscaping plan
- Photos of surrounding structures
- 6 copies of large-scale plans

### **Rehabilitation of exterior of building**

- Itemized description for each separate alteration (paint, siding, shutters, trim, windows, repointing, etc.).
- Include colors, materials, spec sheets for windows, doors, shutters, etc.