

# CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

Before making exterior alterations that are visible to the public such as signage, renovation, new construction, relocation or demolition, the owner of a property within the Local Historic District must complete a Certificate of appropriateness application. The Horse Cave Board of Architectural Review will review and make a decision on the application at within thirty days after receipt. Upon approval, a Certificate of Appropriateness will be issued that is valid for one year.

**Instructions:** Follow the checklist carefully in completing this application. No certifications will be made unless a completed application form has been received. Type or print clearly in black or blue ink. If additional space is needed, use continuation sheets or attach blank sheets. The decision by the Horse Cave Board of Architectural Review with respect to certification is made on the basis of the description of work to be completed, maps, photographic documentation, architectural plans, drawings, and specifications with this application.

1. Name of Property: \_\_\_\_\_  
Address of property: Street: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Data on building and rehabilitation project:  
Date building constructed: \_\_\_\_\_ Previous use: \_\_\_\_\_  
Type of construction: \_\_\_\_\_ Proposed use(s) after rehabilitation: \_\_\_\_\_  
Project/phase start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_  
Date project completed: \_\_\_\_\_

3. Applicant:  
Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

4. Building Owner:  
I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I own the property described above. I understand that falsification of factual representations in this application is subject to criminal sanctions up to \$ 10,000 in fines or imprisonment for up to five years pursuant to 18 U.S.C. 1001.  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

5. Checklist of items:
- \_\_\_ Map showing building location in district
  - \_\_\_ Photographs of existing building exterior
  - \_\_\_ Description of proposed work to be completed, noting existing conditions of materials
  - \_\_\_ Plans and/or sketches for work to be accomplished, noting proposed materials to be used
  - \_\_\_ Historical photographs (if available or requested)

6. Project Description: Briefly describe proposed work

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## HORSE CAVE BOARD OF ARCHITECTURAL REVIEW USE ONLY

- \_\_\_ The Horse Cave Board of Architectural Review has determined that this project meets The Horse Cave Historic Preservation Design Guidelines and therefore grants a Certificate of Appropriateness.
- \_\_\_ The Horse Cave Board of Architectural Review has determined that this project will meet The Horse Cave Historic Preservation Design Guidelines and will therefore grant a Certificate of Appropriateness if the following conditions are met.
- \_\_\_ The Horse Cave Board of Architectural Review has determined that this project does not meet The Horse Cave Historic Preservation Design Guidelines and therefore is not granted a Certificate of Appropriateness.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson or Vice-Chairperson