

TOWN OF LOUISVILLE PLANNING COMMISSION

Certificate (File) No.: \_\_\_\_\_

Date Filed: \_\_\_\_\_

**APPLICATION FOR  
CERTIFICATE OF APPROPRIATENESS**

I (we) make application for a Certificate of Appropriateness for the plans and proposals described for the following property.

1. **NAME OF OWNER:**

Address:

Email:

Telephone:

Fax:

2. **NAME OF APPLICANT:**

Address:

Email:

Telephone:

Fax:

3. **LOCATION OF PROPERTY (Address, Lot, and Parcel No.):**

Address:

Tax ID:

4. **TYPE OF WORK:** (see page two for description of Levels)

Level: \_\_\_\_\_

5. **DESCRIPTION OF WORK:** (See page 2 for information to be submitted with application.)

\_\_\_\_\_  
**SIGNATURE OF APPLICANT:**

Date:

\_\_\_\_\_  
**SIGNATURE OF OWNER:**

Date:

*Return application to: Town of Louisville  
Attn: Design Review  
P.O. Box 215  
Louisville, TN 37777*

**PART 2 – INFORMATION TO BE SUBMITTED WITH YOUR APPLICATION**

Attach the following information for each type of work proposed:

***LEVEL I. STANDARD REPAIR and LEVEL II. REPLACEMENT/REPAIR:***

1. Check each work item for which approval is requested:
- |   |   |
|---|---|
| <input type="checkbox"/> Architectural feature                              | <input type="checkbox"/> Awning or canopy |
| <input type="checkbox"/> Parking lot (paving, entrance drives, landscaping) | <input type="checkbox"/> Curb cut         |
| <input type="checkbox"/> Sidewalks  | <input type="checkbox"/> Wall covering    |
| <input type="checkbox"/> Doors and windows                                  | <input type="checkbox"/> Signs            |
| <input type="checkbox"/> Fence  | <input type="checkbox"/> Retaining Wall   |
| <input type="checkbox"/> Solar collectors                                   | <input type="checkbox"/> Guttering        |
| <input type="checkbox"/> Roof (Change in shape, features, materials)        | <input type="checkbox"/> Dumpster         |
| <input type="checkbox"/> Lighting   | <input type="checkbox"/> Other            |

2. List and describe in detail all work to be done for each item checked. Include the following materials when appropriate:
- Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
  - If application is for a fence, include a site plan in addition to the information in item 1.
  - If material changes are proposed, please provide a description of them. The architect's specifications or brochures should suffice; however, the Design Review Board may request samples of new materials.

***LEVEL III. NEW CONSTRUCTION OF PRIMARY BUILDING(S) OR DEVIATION FROM GUIDELINES:***

Describe the nature of the proposed project. Include the following materials when appropriate:

- Site plan with measured distances.
- Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
- Samples or other description of materials to be used.
- Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

***LEVEL IV. RELOCATION OF STRUCTURE:***

- Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.
- Explain what will be moved, where, why, and proposed damages.
- Include photographs of the building to be moved.
- Include a site plan of the proposed location and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

DATE RECEIVED: \_\_\_\_\_ DATE ACTED ON BY DESIGN REVIEW BOARD: \_\_\_\_\_

Approved       Disapproved       Agreed to with modifications

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