

**DANVILLE ARCHITECTURAL HERITAGE BOARD
APPLICATION FOR CERTIFICATE OF APPROPRIATNESS**

City of Danville Codes Enforcement Office
445 W. Main St., Danville, KY 40422
859-936-6840 Email: blester@danvilleky.gov
Web: <https://www.danvilleky.org/business/dahb>

**Completed application must be submitted no later than 10 days prior to the Architectural Heritage Board Meeting on the 3rd Wednesday of each month.*

Application Date: _____

Applicant Information

Applicant's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Property Owners Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Applicant's Agent/Representative: _____

Firm Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Section Instructions

Provide the applicants name, mailing address, telephone, and email address. If contact is other than applicant provide Applicant's Agent information. Provide building Owners name and information. Owner must sign application if other than signage is requested.

Property Information

Property Address: _____

Project type: Exterior Structure Alteration New Construction/Addition

Site alteration/Improvement Demolition

Sign Other (specify below)

Project Description: _____

Section Instructions

Identify property address. Specify project type and provide complete project description.

Completed application must be submitted no later than 10 days prior to the Architectural Heritage Board Meeting on the 3rd Wednesday of each month.

Required Supporting Documentation

The Applicant must submit applicable documentation listed below with the completed and signed application. Incomplete applications will not be considered by the Danville Architectural Heritage Board.

- **Site plan required for all site alterations including additions, new construction or demolition** showing the lot/tract, building locations, outdoor sales display or storage areas, trash collection areas, parking areas, driveways, loading/unloading areas, sidewalks, open-space and landscaped areas, lighting locations, sign locations, ground mounted equipment areas, topography, drainage and flood plain areas, and another pertinent design elements.
- **Lighting plan required for all new lighting installations including new fixtures.**
- **Building elevations required for all design changes to primary and secondary facades** this includes doors and windows if change of design and materials are requested. Complete list and description of all materials.
- **Completed Sign worksheet for all sign requests.** If new stand-alone signage a site plan is required.
- **Completed Public Art worksheet for all public art projects.**

Applicant and Owner Certification

Please read carefully, initial, and sign below. I(We) do hereby certify that the information provided herein is both complete and accurate to the best of my knowledge, and I understand that any inaccuracies may be considered cause for invalidation of this application and any action taken on this application. I further hereby certify that I am aware of the plans and supporting documentation submitted as part of the application and aware of the required design standards and review process set for in the City of Danville’s Historic Overlay District Design Guidelines. I hereby understand that I have one year from the date of DAHB review to complete all work described or reapplication must be submitted.

Applicant Signature: _____ Date: _____

Co-Applicant/Owner: _____ Date: _____

For Office Use Only

Date Application Received:

Administrative Review or DAHB Meeting (Date): _____

(Revised 7-1-2019)

City of Danville Architectural Heritage Board

SIGN WORKSHEET

Before you complete this worksheet, read the Design Guidelines for a detailed explanation of the sign criteria on pages 18 and 19.

All Signs:

Name on the Sign: _____

Proposed Sign Materials: _____

Will the Sign be a lighted sign? ___Yes ___No If yes, please describe the lighting you propose:

- Enclose a photograph of your building; marking the area the sign will be located.
- A sketch (in color) of the proposed sign must accompany the application.

Exterior Permanent Signs:

Signs should not exceed one (1) square foot of sign area per linear foot of the building width nor in any case be larger than a maximum of thirty-two (32) square-feet in area*.

Measure the linear feet of your building _____

Proposed Dimension of the sign _____

**Buildings that have more than 32 linear feet of building frontage along the street to which the sign is oriented – applicant may request approval for one (1) additional square foot of sign area per each linear foot over 32 feet.*

Permanent Signs applied on or in the windows:

Permanent signs in or on window surfaces should not exceed twenty (20) percent of the total window area.

- 1) Measure your window surface _____ x _____ = _____ **total square foot (s.f.) of window area**
height x width = total s.f. of window area.
- 2) Divide **total s.f. of window area** by 5. This is the maximum s.f. allowed for sign.
- 3) Proposed dimension of sign: _____ x _____ = _____
height x width = total sf of sign (cannot exceed #2)

Attach this worksheet to your Certificate of Appropriateness Application

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Public Art Worksheet

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Applicant Information

Applicant's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Property Owners Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Property Information

Property Address: _____

Project type: _____ Mural
 _____ Sculpture
 _____ Other

Project Description: _____

_____ Attach additional pages if needed.

Dimensions: _____

**Only completed designs will be considered. Please attach completed design for DAHB review.*

For Office Use Only

Date Application Received:

DAHB Meeting (Date): _____

(Revised 7-1-2019)