

**Harrodsburg Architectural Preservation Commission
Certificate of Appropriateness Application Instructions and Checklist**

The Harrodsburg Architectural Preservation Commissions meets the second Tuesday of every month at Harrodsburg City Hall, 208 South Main Street at 10:00 a.m. Please submit this application to the Building Inspector's Office or to the HAPC preservation coordinator no later than 14 days prior to the scheduled meetings. A hearing of the application will be conducted, if necessary, at the next regular meeting after the application is determined to be complete. Applicant will be notified if a HAPC hearing is required. The applicant's attendance at the hearings is recommended.

*The Secretary of the Interior's Standards for the Treatment of Historic Properties are applicable to all exterior projects within the Historic District Overlay. Please contact HAPC preservation coordinator before starting project. Assistance can be reached at hapc@harrodsburgcity.org or by calling HAPC staff Joni House at 859-319-6101.

Required Applicable Documentation Attached:

___ **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 any designated 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.**

Applicants Signature: _____ Date: _____

Note: For Applications to be considered they must contain the applicable supporting documentation. Applications that are not complete will not be considered for full HAPC or staff review. All supporting documentation must be included with application at the time of submittal to Building Inspector's Office.