

**APPLICATION
CERTIFICATE OF APPROPRIATENESS PERMIT
NEWPORT HISTORIC PRESERVATION COMMISSION**

Property Address

Owner Address Daytime Phone

Applicant (if not owner) Address Daytime Phone

Contractor Address Office Phone

If you intend to make any changes in the following items, please **CHECK** below. If making changes, please give a detailed written description of those changes in the space provided. Include pictures, material samples, drawings, etc. as necessary to describe the proposed work.

Failure to supply adequate documentation could result in delays in processing the application and denial of the request.

Architectural Ornamentation _____	Awnings _____
Chimneys _____	Cornice _____
Decks _____	Box Gutter Relining - Metal _____ Rubber _____
Doors _____	Exterior Lighting _____
Fencing - Front Yard _____ Rear Yard _____	Landscaping _____
Masonry Cleaning/Repointing * _____	Painting _____
Porches _____	Roof _____
Siding - Wood _____ Vinyl _____ Aluminum _____	Skylights _____
Storefronts _____	Utilities & Accessory Structures _____
Windows - Wood _____ Vinyl _____ Glass Block _____	Window Shutters _____
New Construction _____	Demolition _____
Other (specify) _____	

Approximate cost of work to be done \$ _____

* If repointing, or any other masonry work is to be undertaken, historic mortar recipe must be used. Please describe the recipe in the scope of work to be done below.

Description of work to be done:

In signing this application, I understand that I am providing authorization for the posting of a public hearing notice on the subject property. I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent.

Signature of Owner or Authorized Agent

Date

APP # _____
COA # _____

CERTIFICATE OF APPROPRIATENESS PROCESS

Newport Historic Preservation Commission

Any exterior alterations, new construction, or demolition in the East Row Historic District must first be approved by the Newport Historic Preservation Commission or its staff. The proposed plans will receive a detailed review to ensure the changes are in compliance with the East Row Historic District Design Review Guidelines prior to the issuance of a Certificate of Appropriateness (COA). There is no charge to obtain a COA.

You will need to provide the following information when you submit your application for a COA:

NEW CONSTRUCTION

**Scaled Drawings
Site Plan
Photographs
Material List**

ADDITIONS/ALTERATIONS

**Photographs
Scaled Drawings
Material List**

SIGNS

**Scaled Drawings
Location of Sign on Property
Photographs
Width of Building
Lot Frontage**

DEMOLITION

**Photographs
Current Valuation
Demolition Cost**

The COA application will be reviewed by the Historic Preservation Officer or its staff. If the application is in compliance with the East Row Historic District Design Review Guidelines, then staff can approve the application. Most applications can be approved by staff within a few working days.

If the application is not in compliance with the East Row Historic District Design Review Guidelines, then the application will be referred to the Newport Historic Preservation Commission for a hearing.

The Newport Historic Preservation Commission (NHPC) is made up of five residents of the East Row who have a strong interest in historic preservation. The NHPC meets on the fourth Wednesday of every month at 7:00 P.M., in the City of Newport Municipal Complex, First Floor Multi-Purpose Room, 998 Monmouth Street, Newport. The completed application must be submitted no later than fourteen (14) days prior to the scheduled meeting.

Once a Certificate of Appropriateness is obtained, it may also be necessary to apply for a building or zoning permit. The East Row Historic District Design Review Guidelines, as well as copies of this application are available at the City of Newport Municipal Complex, Second Floor, or on-line at www.eastrow.org

**City of Newport - Division of Historic Preservation
998 Monmouth Street, Newport, Kentucky 41071
(859) 292-3666
(859) 292-3669 Facsimile**