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Board of Architectural Review

239 W. Main Street, Richmond, Kentucky 40475

Mailing Address: P.O. Box 250, Richmond, Kentucky 40476

Phone: (859) 623-1000 Email: kcappel@richmond.ky.us

Certificate of Appropriateness Application Form

Application submission is required before any work is to be completed. Each application is different and, therefore, may have different requirements. Additional information may be required at any point during the review process to ensure the Board has adequate information to complete the review. ***Please attach all documents pertaining to this application including, renderings, photos, construction drawings; applications will not be accepted without the appropriate documentation. If emailing, please submit all documents in PDF format to kcappel@richmond.ky.us***

Property Address: _____

Applicant: _____

Property Owner: _____

Business Name: _____

Business Name: _____

Mailing Address: _____

Mailing Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Please check if this is the primary contact

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Description of Proposed Work: _____

Type of Work: (Check all that apply)

- New Construction: New buildings, additions, garages, sheds, decks, etc
- Renovation: Includes, but not limited to, all exterior changes to an existing building (windows, doors, roofing, etc)
- Signage: Installation of a sign on building or site
- Sitework: Landscape features (fencing, walks, patios, retaining walls, etc)
- Demolition: Removal of any building feature(s) or the razing of any structure(s)

Owner/Applicant Signature: _____ **Date:** _____

By signing this application, I acknowledge that I have reviewed the proposed scope of work and am responsible for compliance with any Certificate of Appropriateness issued for this project. You will be notified of the date and time this application will be reviewed by the Board of Architectural Review.