Exterior Building & Structure Alterations – Historic District
Certificate of Appropriateness (COA) & Zoning Compliance Permit Checklists

Joint City-County Planning Commission of Nelson County
One Court Square, 2nd Floor, Old Courthouse Building
Bardstown, Kentucky
(502) 348-1805

Permits & Approvals Required

The following permits and approvals are required for new commercial construction in the Historic District. This listing may not be inclusive, and other permits and approvals (e.g., electrical, mechanical, plumbing, etc.) may be required for your project. Please contact the appropriate agencies to determine additional permit and approval requirements.

- Certificate of Appropriateness (COA) – see below
- Zoning Compliance Permit – see below
- Building Permit/Inspection (building, electrical & mechanical) – contact Code Enforcement, 115 E. Stephen Foster, 348-1862

COA Requirements

The following documentation and fees must be submitted on or before the required deadline:

- [ ] COA application, completed and signed by property owner;
- [ ] Lighting plan (no larger than 11" x 17"), including lighting fixture specifications (if applicable);
- [ ] Building elevations (no larger than 24" x 36") for all sides;
- [ ] Sample of building materials and colors; and,
- [ ] Photographs of site, adjoining properties, and similar building designs.

Zoning Compliance Permit Requirements

Please contact the Planning Commission to determine if a Zoning Compliance Permit is required for your project. If a Zoning Compliance Permit is required, the following documentation and fees must be submitted:

- [ ] Building & Zoning Compliance Permit application, completed and signed;
- [ ] Copy of approved Conditional Use Permit (if applicable);
- [ ] Copy of approved Certificate of Appropriateness (COA); and,
- [ ] Zoning Compliance Permit review fee (payable to Planning Commission).

Upon issuance of Zoning Compliance Permit, please take a copy of the Zoning Compliance Permit to Nelson County Code Enforcement at 115 East Stephen Foster Avenue to complete the permitting process.

Late Fee Notice:
A late or "after the fact" fee will be assessed for any work started without the required approval and/or permit and for altering, amending, or revising an approved project without prior approval.