



CITY OF PEWEE VALLEY  
312 Mt Mercy Drive  
Pewee Valley, KY 40056  
502-241-8343

PEWEE VALLEY OVERLAY DISTRICT COMMISSION

# APPLICATION

FOR CERTIFICATE OF APPROPRIATENESS

The City of Pewee Valley Overlay District Commission meets on the last Thursday of each month at 3:00 PM in the Town Hall, 312 Mt Mercy Drive Pewee Valley, KY. Applications must be submitted to the Pewee Valley City Clerk's Office at the above address. The applicant's request will be reviewed only if all required information and appropriate exhibits listed in the checklist below are included with the submittal. **Submissions must be received not less than 14 calendar days prior to each scheduled monthly meeting to ensure adequate time for review and public notices. Applicant's attendance at the scheduled meeting is required for approval to be granted.**

Reference City of Pewee Valley Ordinance #7, Series 2022 regarding the establishment of the Overlay District Commission and administration of Overlay Districts. A certificate of appropriateness from the Commission shall be required before a person may undertake the following actions affecting the exterior of any property located within a designated overlay district: (a) Construction requiring a building permit; (b) Demolition requiring a demolition permit; (c) Relocation or moving a structure; and (d) Any project requiring a development plan approval, conditional use permit or site disturbance permit.

## APPLICANT MUST PROVIDE ALL OF THE FOLLOWING INFORMATION

DATE OF SUBMISSION:	ESTIMATED DATE OF COMPLETION:
ADDRESS OF PROPOSED CHANGES:	
APPLICANT NAME:	PHONE NUMBER:
APPLICANT ADDRESS:	
APPLICANT EMAIL:	
NAME OF BUSINESS (IF APPLICABLE):	
PROPERTY OWNER(S):	PHONE NUMBER:
PROPERTY OWNER(S) ADDRESS:	
NAME OF PERSON(S) PERFORMING THE WORK:	
DESCRIPTION OF PROPOSED CHANGE(S): attach additional page(s) or write on back of this sheet if more space is needed	

## CHECKLIST OF REQUIRED ATTACHMENTS:

<input type="checkbox"/>	Photos of property, any existing structures, and affected area
<input type="checkbox"/>	Scaled Drawings of proposed improvement(s) including site plans, floor plans, and elevations
<input type="checkbox"/>	Detailed List of Materials and Colors (What materials, sizes, and colors are you planning to use?)
<input type="checkbox"/>	Current PVA Property Valuation
<input type="checkbox"/>	Estimated Cost to repair (if demolition or relocation)

## I ATTEST THAT ALL INFORMATION PROVIDED IS TRUE AND ACCURATE:

Signature of Applicant	Signature of Property Owner