



Historic Preservation Program

contact staff @ abrackett@louisvilleco.gov | 720-665-0662

Alteration Certificate Application (Landmarks Only)

APPLICATION MATERIALS REQUIRED

- ☐ Application form
- ☐ Materials showing existing conditions **AND** identifying location of all proposed changes, **AND** identifying all proposed replacement materials or addition(s) - such as site plan, drawings, spec sheets, and/or photos
- ☐ Optional: Cover letter describing the proposal, including what would be demolished and what would be added

GENERAL INFORMATION

Site Address: _____

Owner Name: _____

Owner Phone: _____

Owner Email: _____

(Optional) Owner Representative Name: _____

Owner Rep. Phone: _____

Owner Rep. Email: _____

PROPOSED CHANGES INCLUDE

- ☐ New addition
- ☐ Demolition of an existing addition or other part of existing primary structure
- ☐ Changes to siding, windows, or doors
- ☐ New detached accessory structure
- ☐ Demolition of an existing accessory structure
- ☐ Roof-mounted solar panels
- ☐ Fence
- ☐ Other: _____

Note that landscaping and painting do not require Alteration Certificates (except for the alteration of historic painted signs and advertisements).

Please see page 2 to complete the application.

FOR CHANGES TO SIDING, WINDOWS, AND DOORS

Will the changes remove or alter any original architectural details, such as original siding, windows, and/or doors?

- ☐ Yes
- ☐ No
- ☐ Don't know

Are you proposing to use historic replacement styles based on historic photographs, existing materials, or other historic references?

- ☐ Yes
- ☐ No
- ☐ Don't know

Certify that your application materials clearly identify the windows, doors, and siding to be changed: _____

FOR ADDITIONS

Does the proposed addition alter any aspects of the existing structure (such as removal of walls, roof, etc.)?

- ☐ Yes
- ☐ No
- ☐ Don't know

If yes, certify that your site plan and/or site photographs clearly identify the areas to be removed: _____

Certify that you have reviewed the Alteration Certificate Design Handout or met with staff: _____

Certify that your application includes zoning compliance information: _____

SIGNATURES AND DATES

Owner Signature _____ Date _____

Owner Representative Signature Date

Send completed application form and additional documents to abrackett@louisvilleco.gov to submit application.

CITY USE ONLY – INTAKE VERIFICATION

Application includes:

- ☐ Sufficient information to evaluate zoning for additions
- ☐ Materials to be demolished are identified
- ☐ Materials and/or addition(s) to be added are identified

Comments for incomplete applications: