



CITY OF STANFORD, KENTUCKY

Architectural Review Board (ARB)

Application for Design Review & Certificate of Appropriateness

This application is a request for ARB approval for a change or addition to property within the Historic District of Stanford, KY.

Property Owner and Contact Information

Name of Property Owner: _____

Address Where Work Will Be Done:

Phone: _____ Email: _____

Written Project Description Including:

_____ Describe how the proposed changes are compatible with the design, scale, and character of the historic district in which the property is located.

_____ Include color photos of all building areas to be affected by alteration/addition.

_____ Include color samples from historic palette if your alteration/addition involves new signage or new exterior colors.

_____ Describe the extent to which you are or are not using the building's original materials, such as siding, or decorative trim. Original features should be preserved as much as possible.

_____ If proposed changes involve signage, provide the total square footage of the sign, the materials to be used, and where on the storefront the sign will be placed.

Additional information on specific requirements may be found in the "Architectural Review Board Guidelines" on the City of Stanford website at Stanford.ky.gov.

Submission of Application and Materials

_____ Submit one (1) copy of this application before the end of business on the last day of the month to the Code Enforcement office at City Hall or email to CEOknouse@stanfordky.gov. It will be forwarded to ARB as necessary.

Notification to Property Owner and Planning and Zoning

Your application will be reviewed by the ARB on the second Tuesday of the following month at their regularly scheduled meeting, which begins at 5:30 p.m. We encourage the property owner to attend this meeting to answer any additional questions that may arise.

A Certificate of Appropriateness will be issued from the ARB on the evening of the review date or the following day. This Certificate is required before property owner begins work on the proposed project.

Failure to produce a signed Certificate of Appropriateness if requested by Planning and Zoning personnel may result in fines.

*If an emergency repair must be completed to the exterior of any building in the Historic District, please contact the Mayor's Office at City Hall, (606)365-4500.