

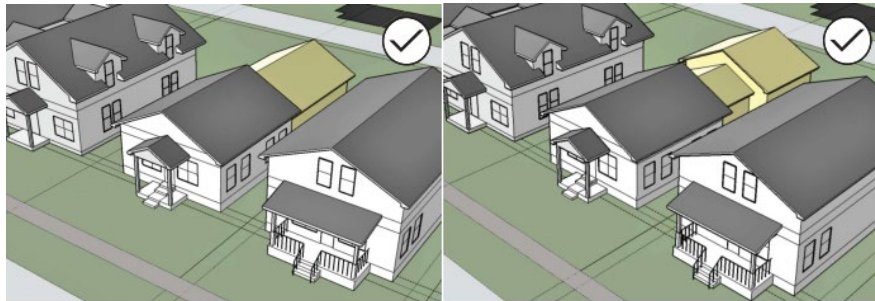
Alteration Certificate Guide

An Alteration Certificate is required for any changes to the exterior of a landmarked property. They are reviewed through the criteria found in [Sec. 15.30.120](#) of the Louisville Municipal Code (LMC). This sheet provides some examples of the considerations and criteria that go into reviewing Alteration Certificates.

NEW CONSTRUCTION

Including additions, attached and detached garages, and other structures.

Excerpt from LMC: New additions, exterior alterations or related new constructions shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



Examples of compatible attached additions. More examples of compatible and incompatible construction available from staff upon request.



Examples of incompatible attached additions.

New construction should be easily identifiable as its own distinct style, to create a record of the changes to the structure over time. It should not mimic the look and feel of the existing and/or historic elements of a structure; this creates a false sense of historical development.

Additions can be accommodated on any structure. However, they must be **compatible** in massing, size, and scale. The US Secretary of the Interior best practices support additions that are **clearly subordinate** through size and/or design to the historic portion of the structure, **remove none** (or as little as possible) of the historic portion, and are **differentiated** from the design and materials of the existing structure.

RESTORATION

Any work that attempts to return a structure to an earlier style or design.

Restoration work requires historical documentation to support the proposed work. For example, a proposal to add ornamentation to a front porch must be supported by evidence, such as historic photos or research from a Historic Structure Assessment. Best practice supports restoration work that brings all of the historic elements of the house back to the same era, rather than mixing and matching periods.

OTHER WORK

New fences, sheds, and any other structures on the property require an Alteration Certificate, as do changes to existing fences/structures. Removal of trees can also require an Alteration Certificate if the tree(s) is specified as part of the property's Landmark Agreement. Routine maintenance and painting (other than for a historic advertisement) does not require review.

NEW CONSTRUCTION GRANTS

Within 3 years of landmarking, attached additions are eligible for New Construction grants to further incentivize sensitive additions to historic structures: \$15,000 for residential properties and \$75,000 for commercial. Ask staff for more information.

SUBMITTAL REQUIREMENTS

- Pre-application meeting with staff to discuss preliminary design and/or review process.
- Application form, available online.
- Site plan, drawings, spec sheets, and/or photos showing existing conditions AND identifying location of all proposed changes AND identifying all proposed replacement materials and/or addition(s)
- Optional: Cover letter describing the proposal, including what would be demolished and what would be added
- Other supplemental information as required by staff (such as materials sheets).

PROCESS

1. Applicant meets with staff.
2. Applicant completes an application and staff reviews application for completeness.
3. Staff and two members of the Historic Preservation Commission (HPC) review the application.
4. If the subcommittee finds that there would be no significant impact or potential detriment to the landmark, the City will issue an Alteration Certificate to the applicant. **Approval of an Alteration Certificate does not constitute approval of a Building Permit.**
5. The subcommittee can forward the application to the HPC for a full review if it determines that there could be a significant impact or potential detriment to the landmark. HPC meetings occur on the third Monday of every month. Items cannot be scheduled within 3 weeks of a meeting.
6. HPC meeting is held. The applicant is encouraged to be present to discuss the application and answer questions. At the hearing, HPC may approve the application or request changes. Applicant may appeal decision to the City Council.
7. If the alteration certificate is approved, work may begin **following approval of a building permit.**

Alteration Certificates can run concurrently with grant, landmark, and loan applications.

Contact abrackett@louisvilleco.gov with any questions or to schedule a meeting.