City of Frankfort
PLANNING & BUILDING CODES DEPARTMENT
P.O. Box 697
Frankfort, KY 40602
Phone: (502) 352-2094 Fax: (502) 875-3579
www.frankfort-ky.gov

OFFICE USE ONLY
Received: ___________

Payment Amt: $_____

ARB No.: _____

Meeting: _____

ARCHITECTURAL REVIEW BOARD APPLICATION

Subject Property Location:_____

Existing Use of Property: _____

Proposed Use of Property: _____

APPLICANT: check if primary contact

1. Name: _____
2. Company Name: _____
3. Mailing Address: _____
   _____
4. Daytime Phone:_____Fax:_____Email_____

Status of Applicant: owner_____ lessee_____ under contract to purchase_____

PLAN PREPARED BY: check if primary contact

1. Name : _____
2. Company Name:_____
3. Mailing Address: _____
4. Daytime Phone: _____Fax:_____Email_____

OWNER INFORMATION (If different than applicant): check if primary contact

1. Name : _____
2. Company Name:_____
3. Mailing Address: _____
4. Daytime Phone: _____Fax:_____Email_____

Approval Type(s):

☐ Certificate of Appropriateness (cost based on type below)

☐ Conditional Use Permit ($110)
CUP application required

☐ Variance ($110)
Variance application required

Application Type:

☐ Exterior Remodeling ($30) ☐ New Construction ($60) ☐ Demolition ($110)

☐ Building Relocation ($110) ☐ Subdivision Plat ($30) ☐ Signs ($30)

Brief Description of Project: _____

_____

_____

I hereby request that the Frankfort Architectural Review Board consider the above described project for a Certificate of Appropriateness.

_____

Signature of Applicant Date

NOTE: SUPPORTING INFORMATION IS REQUIRED WITH THIS APPLICATION. PLEASE SEE ATTACHED PAGE FOR DETAILS.

SUPPORTING INFORMATION REQUIRED
FOR ARCHITECTURAL REVIEW BOARD APPLICATIONS

FOR ALL APPLICATIONS:

- ❑ Vicinity map with location of subject property marked.
- ❑ A letter describing the nature of the request, in detail.
- ❑ A list of adjoining property owners and their mailing addresses. This list should include adjacent properties to all sides of the subject property (including those across the street). This information may be obtained from the Property Valuation Administrator's (PVA) Office, Franklin County Courthouse Annex, 315 W. Main Street.
- ❑ Appropriate Filing fee (make checks payable to the City of Frankfort).

Note: If the applicant is not the property owner, a letter from the property owner agreeing to the application is also required.

IN ADDITION, DIFFERENT TYPES OF APPLICATIONS REQUIRE THE SUPPLEMENTARY MATERIALS AS INDICATED BELOW:

Type of Work	**Materials Required with Application***
Exterior remodeling	Drawings showing proposed appearance, with all materials labeled (required at staff's discretion)
New construction, building additions	Site plan, with existing & proposed construction indicated, materials labeled, setbacks from property lines labeled, floor plans and façade elevation drawings
Fences, driveways, misc. site changes	Site plan, showing existing and proposed site features
Lot subdivision or consolidations	Plat prepared by a professional land surveyor
Relocation of a building	Site plan of proposed building location
Demolition	See attached list for a detailed list of required supporting information

*Note: depending on complexity of project, additional information may be requested by staff. Prior to submittal you may contact staff at (502) 352-2097 for consultation.

Definitions:

Site plan: A scaled drawing showing the boundaries and dimensions of the subject lot, as well as the location and arrangement of buildings, driveways, accessory structures and significant landscape features. The size and setback (distance from property lines) of proposed features should be indicated.

Façade Elevation drawing: An accurate illustration of the appearance of a building face.

SUPPLEMENTAL MATERIALS REQUIRED FOR DEMOLITION APPLICATIONS:

Applications for demolition must be filed at least 45 days prior to the regularly scheduled meeting. Sections 4.418, 4.246.1 and 4.408 of the City's Zoning Ordinance also require the submittal of the following supplemental items in order for demolition applications to be considered by the Architectural Review Board:

1. An architect's or an architectural historian's report on the architectural and historical importance of the building and its significance to the history and character of the district.

2. An architect's or a structural engineer's report on the physical and structural integrity of the building.

3. A detailed estimate of the cost to renovate the building, prepared by an architect or professional estimator of construction costs.

4. A report on the existing and/or potential usefulness of the building (including potential economic return), prepared by an experienced real estate professional.

5. A report containing the following financial information about the property:

   - The amount paid in all sales in the previous 5 years.
   - The current assessed value of the land and improvements.
   - The annual debt service, if any.
   - The value according to any appraisals obtained within the previous 2 years.
   - The annual operating and maintenance expenses for the previous 2 years.
   - The annual rental income received in the previous 2 years.

The Architectural Review Board Chairman may, at his/her discretion, waive the submission of the items indicated above when the application is for demolition of an accessory building, such as a garage or shed.