**Harrodsburg Architectural Preservation Commission**

**What Does HAPC Do?**

HAPC is responsible for regulating exterior alterations that are proposed for landmarks and designated properties (properties within the district.) The South Mainstreet Historic District is the current Historic District Overlay and includes all properties fronting South Mainstreet, beginning at Lexington Street, proceeding south to the intersection of Mooreland Avenue and Beaumont Avenue, and specifically including the property known as the Opera House. This district was created officially on March 23, 2004.

The properties within this district must apply for a ***Certificate of Appropriateness*** for all alterations that produce changes in the exterior appearance. The review process must be completed before any exterior alteration work begins and that includes signage, demolition, and relocation.

HPAC is responsible for the approval of the exterior changes to the landmarks and properties in the South Mainstreet Historic District. The board developed and approved a list of projects for routine maintenance, administrative staff approvals and board review. Changes within the district are approved or denied by HPAC through the Certificate of Appropriateness Application and review process.

**How Do I Get A COA?**

**Steps in Review Process**

1. Determine if a COA is required.
2. Obtain a COA Application. Applications may be obtained online at hapc@harrodsburgcity.org Hard copies are also available at the City of Harrodsburg Building Inspectors Office. A COA may be required for projects that do not require a building permit.
3. Applicant will submit the COA for review. These applications must be turned in to the HAPC staff no later than 14 days before the regular board meeting.
4. COA application will be reviewed. Administrative approval may be granted for applicable projects. Staff will submit a Historic Building Staff Report on all COA applications. Staff reports and recommendations (if applicable) will be given to the commission before COA hearings. The commission is required to hear the COA within 30 days of its submittal.
5. COA applications are either approved, approve with conditions, tabled, or denied.
6. If the COA is approved the work may commence. A COA shall remain valid for 1 year after it is issued. Work is required to start before the end of the 1-year period.
7. Applications may be tabled if additional information is required or if the application is not complete. Applications will be re-reviewed once additional information has been submitted.
8. Denied COA’s may be appealed by the applicant within 30 days to the circuit court.

**Criteria for Deciding Applications**

1. The effect on the proposed work on the landmark or the property in the historic district upon which the work is to be done.
2. The relationship between the work and other adjacent or nearby building or properties. The board will consider historical and architectural significance, architectural style, design, texture, and materials. \*These considerations will be in accordance with the Secretary of the Interiors Standards for the Treatment of Historic Properties.

**What Are the Property Owner Responsibilities?**

The property owner is ultimately responsible for being familiar with the requirements within the district. HPAC staff will provide the property owners with the updated project lists and processes. Property owners are responsible for complying with the review requirements and are encouraged to request assistance from HPAC staff before developing a rehabilitation project. Request for assistance may be made through the Harrodsburg Architectural Preservation Commission’s Staff Consultant by email at hapc@harrodsburgcity.org or by calling Joni House at 859-319-6101. Further information and forms may also be obtained at the City Building Inspector’s Office located at 109 Short Street, phone at 859-734-6066.