



## What to Know: Newport's Historic Districts and Landmarks

### National and Local Historic Districts and Landmarks

Newport boasts a number of both local and national historic districts and landmarks. It's possible to be designated at the national level but not the local level, and vice versa. Always check the maps!

**National:** Properties on the National Register of Historic Places are eligible for state and federal Rehabilitation Tax Credits. These properties also require design review if a project is using federal funds, but that's generally the limit.

**Local:** Designation at the local level means that the City has recognized a property or district for its importance, and we want to protect its historic character as much as possible. Local designation gives us "teeth" to protect our community's history. If your property is designated at the local level, that doesn't mean we'll go through the neighborhood and force you to remove non-historic features. It just means that if you want to make any changes to your property *moving forward*, you'll need to check the **Newport Historic Design Review Guidelines** to see whether you'll need to first get a **Certificate of Appropriateness (COA)**.

### Do I Need a Certificate of Appropriateness?

You can contact the Historic Preservation Officer at 859-655-6348 or [historicpreservation@newportky.gov](mailto:historicpreservation@newportky.gov) for more information, but here are a few pointers to help you figure out whether you need a COA

#### 1. Where is it?

Where do you want to do work on your property? If there will be no visible effect on the exterior, you're good to go! Just make sure you get building or zoning permits if needed. If your work will impact the exterior, check the diagram below, taken from page 3 of our Guidelines.

- In the East Row and York Street Local Districts and for individually landmarked sites, we focus on primary or secondary facades, roofs, and architectural features visible from the street or sidewalk; we do not regulate features that are only visible from an alley.
- In the Buena Vista Local District, we limit our regulations to primary facades, roofs, and architectural features that have frontage along a public street or sidewalk.
- Note that the "primary facade" extends to recessed entryways on the side of homes.

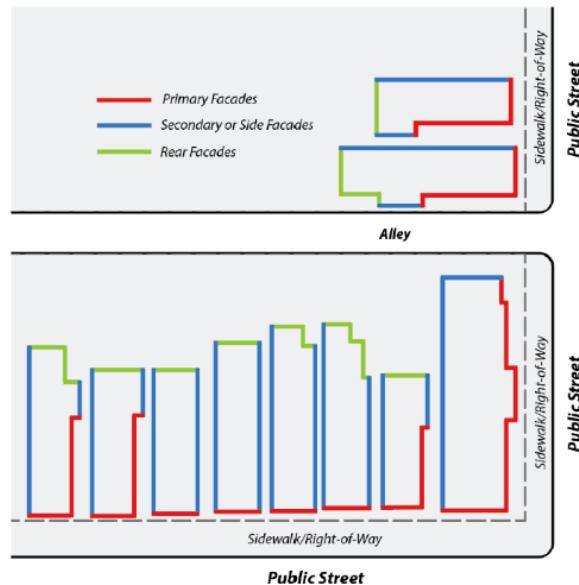


Figure A: Illustrative example of primary, secondary or side, and rear facade interpretations.



## 2. What is it?

If your work will impact a façade that we regulate in your district, check the projects described in the Guidelines on pages 11-12. In general, if your project is routine maintenance with no change in appearance to the home and no removal of historic materials, you do not need a COA. If you're unsure, please reach out!

## 3. What are the rules?

So, you know you're working on a façade that is regulated in your district and that your project requires a COA. Your next step is to find out what rules apply to your project. These are the bulk of the Design Review Guidelines document. Not all rules apply to all properties! You'll notice that after each rule is a set of symbols (see the example below). These tell you whether a rule applies to you.

Masonry repair, replacement, or repointing shall match the original masonry components in color, texture, and character.



Symbol	Guidelines Apply to:
	Locally-Designated Landmarks
	East Row Local Historic District
	York Street Local Historic District
	Buena Vista Local Historic District

## How Do I Get a Certificate of Appropriateness?

1. You can apply for a COA and many other permits through our online portal at <https://newportky.portal.iworg.net/portalhome/newportky> You can also scan the QR code. Below is a screenshot of the portal.



**Apply For Permit**

1-2 Family Zoning/Building Application
 Commercial Zoning/Building Application

1-2 Family HVAC Application
 Commercial HVAC Application

Electric Permit Application
 Certificate of Appropriateness Application

Instructions:

- 1 Select the correct application for the project and click.
- 2 Begin typing the project address in the Search properties box at the top.
- 3 Click on the correct project address as it auto populates. This is required or the Permit Application will not be accepted.
- 4 Contractors who have been established in the system can be found under Search contractors. Finding the correct contractor and clicking on their information will auto fill several lines of the application.
- 5 If the Homeowner is the Applicant and/or the Contractor, enter Homeowner in the required license fields.
- 6 Upload documents such as complete construction drawings, site plan with dimensions to the property lines, list of sub-contractors, and any design criteria, cut sheets or shop drawings for the project.
- 7 Upload the completed Affidavit of Assurances form. If you are unable to have the form notarized prior to uploading, you may come into the office to sign the form in person.
- 8 Click Submit. You will be contacted by the Permit Clerk if the application is incomplete, the appropriate submittal documents are missing, and for payment of the permit.



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2. When you're filling out a COA application, the more information, the better. We need to know what's there now and what you want to change. This includes the materials you want to use and what the end result will look like. Pictures, plans, spec sheets, etc. are always helpful!
3. Once you've submitted a COA application, we check your contractor's occupational license. Every contractor who works in Newport is required to have an occupational license on file with the City. If they don't have one, we'll follow up with them and give them information to apply.
4. The Historic Preservation Officer (HPO) will check to ensure that your work meets the Guidelines. Please keep an eye on your email! The HPO may have more questions for you. If you don't see anything, check your spam folder. Once the HPO has finished reviewing your materials, there are a few possible outcomes:
  - a. If your project meets the Guidelines and can be approved by staff, the HPO will approve your project. Watch your email for a COA.
  - b. If your project meets the Guidelines but requires Commission review, such as work on secondary facades that may be permitted based on visibility, additions, demolitions, or new construction, we'll get you on the agenda for the next available Commission meeting.
    - i. Meetings are on the fourth Wednesday of every month, starting at 5 pm.
    - ii. Meetings are free to attend.
    - iii. If the property owner is an LLC, trust, company, or other entity, they must have legal representation present. That representative must be licensed to practice in Kentucky.
  - c. If your project does not meet the Guidelines, the HPO will try to work with you to find a solution that does meet the Guidelines. If a solution can't be reached, the HPO may have to deny the COA application. You have the right to appeal staff decisions to the Historic Preservation Commission.
5. Once you have your COA, check to see whether you need any building, zoning, or other permits.
6. Call Daylin Garland at (859) 655-6350 to discuss your project and schedule any necessary inspections.
7. Your COA is valid for 365 days. If you run out of time, you can apply for a new COA.