



PROCEDURE

Application Requirements

All Applications must be complete and include required support materials listed.

Incomplete applications will NOT be forward for review.

Application Deadline

Applications are due by 4 pm on Thursday, two weeks prior to the next meeting date. Each meeting is held on the second Thursday of each month.

Application Representation

The applicant or authorized representative of the applicant should attend the public hearing to support the application.

Building Permit Requirements

In addition to a COA application, building permits must be acquired from the Building & Inspections Divisions.

Deadline for Project Completion

After approval, the COA is valid for (18) eighteen months and void if construction does not begin within (6) six months.

Precedence of Decisions

Each application will be considered on its own merit. While the Preservation Commission may consider past actions when making decisions on a COA, it is not held by those decisions when considering new applications that may appear similar in character.

☐ STAFF APPROVAL
☐ APPROVED
☐ APPROVED WITH
CONDITIONS
☐ DENIED

DATE: _____

Application for a Certificate of Appropriateness (COA)

Historic Preservation Commission

Applicant _____ Phone _____

Mailing Address _____

Email _____

NOTE: If applicant is not the owner, as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with owner's phone number and address.

PROJECT INFORMATION

Property Address _____

District: _____

Existing Land Use:

Residential _____ Commercial _____ Other: _____

Type of Project: Check all that apply

STAFF APPROVAL:

- ☐ Maintenance—no change in exterior design or materials, sustain existing form.
☐ Roof—no significant alterations; replacement material must be same as existing.
☐ Landscaping—no significant affect on the historic character of the district
☐ Deck—not visible from street and no alteration of existing building.
☐ Awning—must comply with applicable provisions of city sign ordinance
☐ Secondary Structure—non-historic, backyard only, no greater than 8 x 12
☐ Signage—must comply with applicable provisions of city sign ordinance

COMMISSION APPROVAL:

Construction of : _____ New building _____ Addition to building _____ Major Rehab/Restoration/
Remodel or Minor exterior change

Site Change(s): _____ Demolition _____ Relocation of building(s) _____ Fence/Wall/Landscaping.
Other _____

Start Date: _____ Anticipated Completion Date: _____

Contractor/Consultant/Architect: _____

Estimated Project Cost: _____

Application Checklist

- ◆ Description of proposed changes
- ◆ Description of construction materials
- ◆ Architectural elevations
- ◆ Photo's of existing building
- ◆ Photo of site
- ◆ Site plan and/or sketch of site
- ◆ Landscape plan
- ◆ Documentation of earlier historic appearance (restoration only)
- ◆ Specifications
- ◆ Renderings with correct dimensions
- ◆ Timetable

NOTE: A complete application requires support material. Only complete applications will be placed on the agenda for review.

Questions may be directed
to:

PROJECT DESCRIPTION:

Include support materials and attach additional sheets if needed. If the proposed scope of work will involve more than one type of project, please divide the description. (Example: 1. Addition to rear; 2. New roof and 3. Construction of deck) Include description of construction materials to be used.

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ADDITIONAL REGULATIONS MAY APPLY

A Certificate of Appropriateness is NOT a building permit or certificate of zoning compliance. A COA does not indicate approval or suitability for use of the building for the operation of a business. A business license verification form will need to be completed prior to issuance of Certificate of Occupancy and business license. See the Planning Department for more information. All work performed shall conform to the requirements of COA. In the event work is performed not in accordance with certificate, the Commission shall issue a Cease and Desist Order and all work shall cease.

SIGNATURE OF APPLICANT: _____