



## Certificate of Appropriateness

### List of Required Submittals

Please note that only complete applications will be accepted and must include the following:

- Completed COA application form
- Payment of application fee
- Site plan or survey of the subject property
  - To scale on 8.5" x 11' paper
  - North arrow
- Elevation drawings – all sides
- Samples or a detailed brochure of new materials to be used
- Photographs of the subject property and structures in question

The following items are optional but strongly suggested:

- Floor plans
  - To scale: on 8.5" x 11", 8.5" x 14", or 11" x 17" paper
  - North arrow
  - Locations of all doorways, windows, and walls (interior and exterior)
  - Dimensions and area of each room

***Please note that a Historic Preservation Inspection is required as part of the Building Permit process. A final building inspection will not be conducted until the Historic Preservation Inspection is approved or waived by Historic Preservation staff.***



# Application for Certificate of Appropriateness

**GENERAL INFORMATION**

Case Number \_\_\_\_\_

Property Owner Name & Address

Agent or Representative Name & Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

Property Address, Legal Description, Parcel ID

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is the property part of a previously approved development proposal?  Yes  No

If yes, provide the case number(s) \_\_\_\_\_

**TYPE OF REQUEST**

**PROPOSED USE**

- Alteration of building/structure
- New Construction
- Addition
- Rehabilitation
- Relocation
- Demolition

- \_\_\_\_\_ Single-family residence
- \_\_\_\_\_ Multi-family residence
- \_\_\_\_\_ Office
- \_\_\_\_\_ Commercial
- \_\_\_\_\_ Hotel/Motel
- \_\_\_\_\_ Restaurant
- \_\_\_\_\_ Other \_\_\_\_\_

Estimated Cost of Work: \_\_\_\_\_



6. **Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.**
  
7. **Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.**
  
8. **Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.**
  
9. **New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.**
  
10. **New additions and adjacent or related new construction will 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.**

**LDC Section 28.18 – Additions and modern equipment**, prescribe additional considerations for additions to locally-designated historic structures. Approvals granted in excess of these standards must be accompanied by a specific finding of fact which determines that such approval does not jeopardize the suitability of the sites and structures involved for continued designation as historic resources and that such approvals do not violate the applicable standards of any National Register designation or other requirement under this division.

1. **Additions shall use the same or compatible architectural style and materials as the main building. Paint colors should match the colors of the original structure.**
  
2. **Additions shall not overpower the original structure, the scale and massing of additions to the original structure shall be secondary thereto, and the new portion of the structure shall be distinguishable from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.**
  
3. **Additions shall be attached to the rear and/or to the side of the original structure.**
  
4. **Modern equipment and amenities, such as air conditioning, shall be concealed from sight by placing them as far as possible from the street and to the rear of the original structure.**

**Please give an overview of the propose work on the following systems.**

*(Example: Windows- Jeldwen "Tradifion Plus" wood clad, double hung, 2/2 divided lite)*

<i>Exterior material/siding</i>
<i>Windows</i>
<i>Doors</i>
<i>Roofing</i>
<i>Entrances/Porches</i>

**Owner Attestation:** The information on this application represents an accurate description of the proposed work and the undersigned has omitted nothing which might affect the decision of the Historic Preservation Board. The undersigned hereby certifies that the project described in this application, as detailed by plans and specifications enclosed, will be constructed in exact accordance with aforesaid plans and specifications. It is understood that approval of this application by the Historic Preservation Board in no way constitutes approval of building permit or other required City permit approvals.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date