



Certificate of Appropriateness Application Historic Preservation Commission

Applicant contact information

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Role: Owner Architect/contractor Other: _____

Property Address: _____

1. In the space below, briefly describe the work proposed (*use separate page(s) if necessary*).
2. Please refer to the attachment checklist for additional materials necessary to evaluate the proposed work.

Description of proposed work:

Signature

Date

Certificate of Appropriateness Application Attachment Checklist

Please attach one (1) copy of all supplementary materials with your application.

NOTE: More than one of the following sections may apply to your project. Please consult with the Historic Preservation Officer to determine what attachments your project will require.

_____ **All Applications:**

- Certificate of Appropriateness application
- Completed application attachment checklist

_____ **Rehabilitation, Remodeling, Additions or New Construction:**

- Elevation and plan drawings to scale indicating proposed alterations, clearly indicating the existing building and what changes are proposed. Please indicate location relative to adjacent structures.
- Exterior materials description and samples (if possible).
- Photograph(s) of existing conditions documenting all sides of the structure that will be affected.

_____ **Restoration to an Earlier Condition:**

- Historical documentation (plans, elevations, photographs) of that earlier condition, if available.

_____ **Building Additions or New Construction:**

- Site plan showing dimensions of lot, location and dimensions of existing building(s), location, dimensions and sight lines of addition, location of all exterior ground- and roof-mounted equipment, hardscaping, fencing, parking lots and driveways.

_____ **Painting, Stucco, Repointing:**

- Color photographs of all areas to be affected.
- Color samples paint chips.
- Diagram of where each color/material will be applied on the structure.
- Information on relevant textures, sheens, etc.

_____ **Awnings and Canopies:**

- Photograph of building elevation to which the awning or canopy is to be attached.
- Dimensioned drawings. Indicate the front and side view of awning or canopy and placement on structure.
- Samples of colors and materials.

_____ **Demolition (including removal of structure, unless that action qualifies as Relocation):**

- Color photographs, written descriptions, drawings or other records documenting the current state of the structure, including its structural integrity and extent of work necessary to stabilize the property.

_____ **Relocation of an historic resource**

- Overview of the proposed relocation of the historic resource, including reasons for relocating the historic resource and reasons for selection of the destination site.
- Photographs which document all aspects of the historic resource, including (but not limited to) each elevation of the building; street view; all prominent architectural features; any additional accessory buildings that also have historic overlay zoning, showing how they relate to the primary structure; and other photographs as requested by the Historic Preservation Officer or Historic Preservation Commission.
- Site plan of the historic resource in its current location.
- Site plan of the historic resource in its proposed new location.