



Certificate of Appropriateness Application Historic Preservation Board

Applicant Information

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Role: Owner Architect/contractor Other:

Property Address: _____

- Please refer to the attachment checklist for additional materials necessary to evaluate the proposed work.
- Briefly describe the work proposed (use separate page(s) if necessary) in the space below.

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. Select all that are applicable. 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 the 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 sightlines 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 the awning or canopy and placement on the structure.
- Samples of colors and materials.

Demolition

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

Relocation

- Color photographs, written descriptions, drawings, or other records documenting the structure's current state, and site plan of the lot with all other accessory structures noted.
- Provide address of the propose new site and the site plan showing where the structure will be placed on the lot.