
CERTIFICATE OF APPROPRIATENESS

APPLICATION INSTRUCTIONS

Please review the following before submitting the application for a Certificate of Appropriateness:

Application must be submitted with drawings or photographs indicating all aspects of the project. Include an elevation drawing with the existing and new locations of the work, dimensions, materials and detailed specifications for the project. Photographs may be substituted for minor projects that involve no structural or design changes.

For significant changes to the building and/or property such as room additions, new buildings, or driveways include a scaled drawing depicting your lot, location of all buildings, structures, driveways, parking areas and other improvements showing all dimensions. The specifications as to the type, quantity, dimensions, and durability of the materials must be described in the drawings or an associated narrative. Where physically feasible, samples of materials to be used should be brought to the meeting.

Inadequate submission of drawings and photos evidencing the full project as well as the materials list being used will delay the review of the project. If in doubt, add more detail. Provide a list of all drawings and/or photos or other submitted documents with their corresponding page number.

When there are changes to a previously approved application, the applicant must provide a written request to amend the Certificate of Appropriateness with an explanation detailing all project changes in scope from the original application. Revised drawings, photographs, and materials required above must be submitted.

No fee is required except that which is required for the building permit.

Before submitting an application, consult with a Building Inspector for details on what is required for the project regarding building codes.

Before submitting an application, consult with the City Planner for details concerning any pertinent Historic Preservation Codes and Architectural Review Guidelines.

Submit the attached application a minimum of fifteen (15) business days prior to the Historic Preservation Commission meetings (third Thursday of every month).

See Appendix A for a meeting dates and submission deadlines.

Once the project is approved by the Commission, obtain all the necessary building permits.

Once the project is completed, contact the City Planner and Building Inspector for a final approval.

APPENDIX A: MEETING DATES AND SUBMISSION DEADLINES

Submission Deadline	Hearing Date
12/22/2017	1/18/2018
01/22/2018	02/15/2018
02/19/2018	03/15/2018
03/26/2018	04/19/2018
04/23/2018	05/17/2018
05/25/2018	06/21/2018
06/25/2018	07/19/2018
07/23/2018	08/16/2018
08/27/2018	09/20/2018
09/24/2018	10/18/2018
10/22/2018	11/15/2018
11/26/2018	12/20/2018