



Certificate of Appropriateness #	_____
Building Permit #	_____
Date Filed	_____
Landmarks Date	_____
(within 45 days of App received)	
Determination Date	_____
(Notice within 7 days of meeting)	

HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

I. Property/Building Information

Address : _____
 Zone: _____

<i>Existing Building Information</i>	<i>Building Dimensions</i>	<i>Building Materials</i>
Dates: Built _____	Length _____	Roofing _____
Rehab _____	Width _____	Walls _____
Additions _____	Height _____	Windows _____
Demo _____	Stories _____	Doors _____

Located in Flood Plain(yes/no) _____
 If yes, copy of Elevation Certificate attached (yes/no) _____

II. Owner of Property

Name: _____
 Address : _____
 City, State, & Zip : _____
 Phone: _____

III. Applicant/Contractor (if different from owner)

Name : _____
 Address : _____
 City, State, & Zip : _____
 Phone : _____

**MEETINGS ARE HELD 2ND TUESDAY OF EACH MONTH (NO MEETING IN DECEMBER)
 APPLICATIONS ARE DUE 5:00PM ON THE WEDNESDAY PRIOR TO MEETING,
 MUST INCLUDE DESCRIPTION OF WORK PROPOSED, PICTURES, & ARCHITECTURAL
 DRAWINGS (FOR MAJOR PROJECTS)
 YOU OR A REPRESENTATIVE MUST BE PRESENT AT MEETING**

IV. Type of Work

Mark the term or terms, which best describes the activity for which you are seeking a Certificate of Appropriateness

Addition: ___ Rehabilitation: ___ New Construction: ___ Demo: ___ Sign: ___

Building Rehab

- ___ awning
- ___ chimney
- ___ color-painting
- ___ cornice-frieze
- ___ doors –entrance
- ___ foundation
- ___ gutters
- ___ masonry
- ___ ornamentation
- ___ porch
- ___ roof
- ___ siding
- ___ storefront
- ___ windows
- ___ other

Additions

- ___ chimney
- ___ deck
- ___ dormer
- ___ garage-attached
- ___ garage-detached
- ___ greenhouse
- ___ porch
- ___ room addition
- ___ sky lights
- ___ sunroom
- ___ other

Site Work

- ___ fence
- ___ lighting
- ___ maintenance
- ___ parking
- ___ patios
- ___ signage
- ___ special features
- ___ street furniture
- ___ walks
- ___ wall
- ___ trees
- ___ other

V. Summary of Proposed Work

Describe in detail each modification to the property/building and the purpose for modification. Please provide detailed scale drawings- with all dimensions, showing size and exact locations for construction or demolition.

Applicant's Signature: _____ Date: _____