



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Downtown Design Review District

Address of Property Affected: _____

Property Owner: _____ Phone: _____

Address: _____

Email: _____

Applicant: _____ Phone: _____

Address: _____

Email: _____

Have you reviewed the design guidelines? (Circle one) YES NO

CHECK ALL THAT APPLY TO THE PROPOSED PROJECT:

Residential

Commercial

<input type="checkbox"/> New addition to an existing structure	<input type="checkbox"/> New addition to an existing structure	<input type="checkbox"/> Cornice, decorative trim
<input type="checkbox"/> Building relocation	<input type="checkbox"/> Building relocation	<input type="checkbox"/> Canopy/awning
<input type="checkbox"/> New structure	<input type="checkbox"/> New structure on vacant lot	<input type="checkbox"/> Roof repair/replacement
<input type="checkbox"/> Demolition (circle one): full / partial	<input type="checkbox"/> Demolition (circle one): full/partial	<input type="checkbox"/> Dormers, chimneys, cupolas, cresting
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Building wall material	<input type="checkbox"/> Fencing, parking, driveway, sidewalks
	<input type="checkbox"/> Windows	<input type="checkbox"/> Exterior lighting
	<input type="checkbox"/> Storefront	<input type="checkbox"/> Porch, balcony, patio, deck, fire escape, roof deck
	<input type="checkbox"/> Doors	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Signage	
	<input type="checkbox"/> Exterior Art and Murals	

MINIMUM SUBMISSION REQUIREMENTS: The minimum submission requirements shall include a completed application for a Certificate of Appropriateness and the following:

A. Alterations, Additions & Signage

1. Photographs of existing conditions (3x5 inches minimum). Historical photographs or drawings may be submitted but are not required.
2. Drawings to scale indicating any changes to the physical appearance.
3. An outline describing the work and the procedures to be performed.
4. Material samples and/or manufacturer's literature for major materials and products to be incorporated in the building.

B. New Building

1. Photographs of adjacent buildings (3x5 inches minimum)
2. Site plan and exterior elevation drawings, to scale, showing the design indicating drives, roads, parking, walks, walls, fences, doors, windows, decoration, materials, finishes and other features accurately representing the proposed design.

C. Demolition & Building Relocation

1. Photographs (3x5 inches minimum), of the existing building in detail and as it sits on the site.
2. A written request from the owner/applicant indicating reasons for the demolition or relocation of the structure.
3. For historic and contributing structures, an analysis of the feasibility of rehabilitation including the cost of rehabilitation, the market value for the property after rehabilitation, and in the case of income-producing properties, the income and expense likely to be produced by the property after rehabilitation. City staff will provide a list of all historic and contributing structures.

PLEASE NOTE: ATTENDANCE IS REQUIRED AT THE HISTORIC PRESERVATION MEETING OR YOUR REQUEST WILL BE TABLED OR DENIED.

SIGNATURE: The undersigned hereby certifies that the information and statements contained herein, and the accompanying materials are, to the best of their knowledge, true and correct.

Applicant

Date

Your application will be reviewed, and you will be notified if your application will be processed by staff, or placed on the agenda of the next scheduled meeting of the Historic Preservation and Planning Commission.