

COMPLETING A REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

The following instructions are to assist you in completing the request for a Historic Preservation Commission Certificate of Appropriateness. The headings in bold print correspond to the information requested on the COA application. The comments explain specifically what information each item requires.

SECTION A

PROJECT INFORMATION:

This line and the address space below it refer to the owner of the proposed project and the address at which the proposed project is to take place and the Parcel Identification Number.

SECTION B

APPLICANT INFORMATION:

This line and the address space below it refer to the person making and presenting the application to the Historic Preservation Commission. This person may be different from the owner of the property, as long as the applicant is acting in behalf of the owner.

SECTION C

A WRITTEN DESCRIPTION OF PROPOSED CHANGES TO THE PROPERTY:

Write a complete, detailed description of the work or changes to be done on the property.

SECTION D

I (WE) UNDERSTAND APPROVED REQUESTS ARE VALID FOR ONE (1) YEAR:

Requests that are approved are good for one year. If you are not able to start work until a later date, you have up until one calendar year to begin the work. If you cannot start work within one calendar year, the proposed project must again be submitted for approval to the Historic Preservation Commission.

The contact person, the one submitting the application, must sign the request application. The signature attests that the applicant acknowledges the deadline and the decisions to be made by the Historic Preservation Commission.

The rest of the information on the page is for staff to record the action of the Historic Preservation Commission.

If you have any questions concerning the application, please contact the Planning Administrator at (252) 975-9384