



# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date of Application: \_\_\_\_\_

**Type of Application (Check all that apply):**

Repair/Alteration(s)  Sign  Fence  New Construction  Addition  Demolition

**PROPERTY INFORMATION**

Historic District (Check one):

College Hill  Downtown Commercial  Upper East Main  Chestnut-Dodd

Property Address: \_\_\_\_\_

**APPLICANT(S) INFORMATION**

Applicant(s) Name: \_\_\_\_\_

Names of Officers, Directors, Shareholders or Members (If Applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY OWNER(S) INFORMATION**

Property Owner(s) Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**OFFICE USE ONLY**

COA #: \_\_\_\_\_

Staff Review (No fee)

Board Review (\$125)

**PROJECT DESCRIPTION:** Please describe in detail the work to be done. Attach more sheets if necessary.

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**ESTIMATED COST OF WORK (include value of unpaid labor):**

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**CONSIDERATIONS FOR APPROVAL**

In making a decision on an application, the Historic Preservation Board shall consider:

- 1) The effect of the proposed work on the property upon which such work is to be done; and
- 2) The relationship between such work and other structures on the site or other property in the local historic district.
- 3) In evaluating the effect and the relationship, the Preservation Board shall consider historical and architectural significance, architectural style, design, arrangement, texture, and materials.

**APPLICATION CHECKLIST (Check all that apply):**

- A completed and signed application
- Filing fee
- Before photographs of each elevation
- Scaled plans and elevation drawings
- Survey of property or site plan with measurements
- Samples of new materials
- Manufacturer’s brochures or website with product information
- For signs, please include location on building, dimensions, size of lettering and mounting method.
- For signs, please include sign proof/rendering.

**REQUIRED FILING FEES MUST BE PAID BEFORE ANY APPLICATION WILL BE ACCEPTED**

***(Checks made payable to CCPC)***

*Date Fee Received:* \_\_\_\_\_