

Historic Preservation Commission
Application for Certificate of Appropriateness
Downtown Commercial Local Historic District
Section 115-320(d)(2)

Property Address _____

Applicant's Name(s) _____

Owner's Name (if different) _____

Phone Number of Contact Person _____

Please check which type of work is being applied for:

_____ **Minor Work*** – (Minor work includes, but is not limited to, re-roofing with similar materials; repair or replacement of porches, windows, siding, doors, and trim if new materials match existing; installation or removal of door and window openings in rear elevations; chimney reconstruction, construction of fences, retaining walls, and landscaping; and screening of parking lots and dumpsters.)

_____ **Major Work** – (Major work includes, but is not limited to, construction of new garages or carriage houses; roof alterations and skylights; alterations to front or side elevations visible from the public street; additions; alterations to windows, siding, entries, and trim; masonry finishing; construction of chimneys; erections of signs, any new construction; and demolition.

_____ **Demolition** – (Demolition includes the razing or destruction, whether entirely or in significant part, the exterior of a building, structure, or site. Demolition includes the removal of a building or structure from its site or the removal, stripping, concealing, or destruction of a façade or any significant exterior architectural features which are integral to the historic character of the resource, for whatever purpose, including new construction or reconstruction.)

*Staff may approve such types of minor work with a signed Certificate of Appropriateness. Staff has the discretion to forward any minor work to the Heritage Preservation Commission if there are instances in which the work would require public comment or additional review.

Applicant requests the issuance of a Certificate of Appropriateness from the Historic Preservation Commission for proposed changes involving the exterior of a designated historic site or historic structure.

1. A detailed description, including drawings, pictures and any other details showing the final appearance of the proposed construction, reconstruction or alteration, is enclosed.

_____ Yes _____ No

2. The proposed work requires the issuance of a building permit.

_____ Yes _____ No

3. Provide a detailed description of the proposed project.

Applicant/Owner

Date