



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: _____

PROPERTY OWNER(S) INFORMATION

Property Owner(s) Name(s): _____
Mailing Address: _____
Phone Number: _____
Cell Number: _____
E-mail Address: _____

OFFICE USE ONLY

COA #: _____ Staff Review (No fee) Board Review (\$125)

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

(Checks made payable to CCPC)

Date Fee Received: _____

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

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

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.

APPLICANT’S CERTIFICATION

I do hereby certify that, to the best of my knowledge and belief, all application materials have been submitted and that the information they contain is true and correct. I further grant permission to the City-County Planning Commission to release all information associated with this application, including contact information, if requested by way of official public records inspection request form. Please attach additional signature pages if needed.

Signature of Applicant(s) and Property Owner(s):

Date:

1) _____

(please print name and title)

2) _____

(please print name and title)

The foregoing signatures constitute all of the owners of the affected property necessary to convey fee title, their attorney, or their legally constituted attorney-in-fact. If the signature is of an attorney, then such signature is certification that the attorney represents each and every owner of the affected property. Please use additional signature pages, if needed.