

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Downtown Design Review District

Address of Property Affected Date

Owner Phone

Address

Applicant Phone

Address

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

CHECK ALL THAT APPLY TO THE PROPOSED PROJECT:

- | | |
|---|---|
| <input type="checkbox"/> New addition to an existing structure | <input type="checkbox"/> Cornice, decorative trim |
| <input type="checkbox"/> Building relocation | <input type="checkbox"/> Canopy/awning |
| <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"/> Doors |
| <input type="checkbox"/> Building wall material | <input type="checkbox"/> Dormers, chimneys, cupolas, cresting |
| <input type="checkbox"/> Masonry repointing, cleaning or coating | <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 |
| <input type="checkbox"/> Signage | <input type="checkbox"/> Kiosk, atm, vending machine. |
| <input type="checkbox"/> Statues, work of art | <input type="checkbox"/> Other: |

MINIMUM SUBMISSION REQUIREMENTS: Three (3) sets of the following.

- A. Alterations, Additions & Signage
 - 1. Photographs of existing conditions (3 x 5 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 work and the procedures to be performed.
 - 4. Materials 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 (3 x 5 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 (3 x 5 inches minimum), of the existing building in detail and as it sits on its site.
 - 2. A written request from the owner indicating reasons for the demolition or relocation of the structure.
 - 3. An analysis of the feasibility of rehabilitation, including the costs 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

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

Applicant Date

Your application will be placed on the agenda of the next scheduled meeting of the Architectural Board of Review to be held:

Date Time Place

