

COMMUNITY DEVELOPMENT  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**  
**OR CERTIFICATE OF NO EFFECT**

<b>Applicant:</b> _____	<b>Owner:</b> (if different than applicant) _____
<b>Address:</b> (of property) _____ _____	<b>Mailing address:</b> (if different than property) _____ _____
<b>Home/Cell Phone:</b> _____	<b>Email Address:</b> _____
<b>Date Structure was Originally Built:</b> _____	<b>Date(s) of any Additions:</b> _____
<b>Company doing Restoration/Renovation work:</b> _____	
<b>Address:</b> _____	
<b>Phone Number:</b> _____	

**Please check all that apply to this project:**

- |                                                                                               |                                                             |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Building to be restored to date of construction                      | <input type="checkbox"/> New addition to existing building  |
| <input type="checkbox"/> Building to be restored to date other than original                  | <input type="checkbox"/> Demolition of existing building(s) |
| <input type="checkbox"/> Alterations to historic fabric (i. e. windows, doors, masonry, etc.) |                                                             |
| <input type="checkbox"/> New construction                                                     | <input type="checkbox"/> Removal or addition of fencing     |
| <input type="checkbox"/> Addition or alteration of signs                                      | <input type="checkbox"/> Other _____                        |
| <input type="checkbox"/> Addition of modern equipment                                         |                                                             |

**Check list of items required for submission:**

- |                                                                                                                                                                             |                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Architectural plans                                                                                                                                | <input type="checkbox"/> Elevation drawings                             |
| <input type="checkbox"/> Detail drawings                                                                                                                                    | <input type="checkbox"/> Photographs (see Historic District Guidelines) |
| <input type="checkbox"/> Manufacturer's specification sheets                                                                                                                |                                                                         |
| <input type="checkbox"/> Surface finishes                                                                                                                                   |                                                                         |
| <input type="checkbox"/> Types of construction materials                                                                                                                    |                                                                         |
| <input type="checkbox"/> List of adjacent property owners (adjacent property owners will be notified by mail about the proposed project and have an opportunity to comment) |                                                                         |

In the space below, please describe in detail the proposed work to be performed on the building or structure including alterations to windows, doors, architectural trim work, signage, surface finishes, fencing (if applicable), the addition of awnings and any other changes or additions to the property. Architectural plans, elevations, detail drawings, photographs, surface finishes, manufacturer's specification sheets and construction materials lists **must be submitted with the application:** \_\_\_\_\_

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**CERTIFICATION:**

My signature below certifies that I am the actual owner or duly authorized agent of the owner and that all statements made in this documents are true and accurate.

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

Date: \_\_\_\_\_

The City Staff and/or Architectural Review Board reserves the right to require additional information in its decision process in regards to this application for a Certificate of No Effect or Appropriateness.

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**For Official Use Only**

Application Received: \_\_\_\_\_ By: \_\_\_\_\_

Date Reviewed by City Staff: \_\_\_\_\_

**Certificate of No Effect:**

Approved     Approved with Stipulations     Revoked     Denied

\_\_\_\_\_  
*Signature of City Staff Member*

\_\_\_\_\_  
*Date*

**Certificate of Appropriateness:**                      **ARB Hearing Date:** \_\_\_\_\_

Approved     Approved with Stipulations     Revoked     Denied

\_\_\_\_\_  
*Signature of Official*

\_\_\_\_\_  
*Date*

