

INSTRUCTION SHEET

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

1. Complete top of the application listing the date of application, name, address, and phone number of the property owner and contractor.
2. Indicate the scope of the project -
 - a. Detail components to be added or altered (only items listed can be approved)
 - b. List materials to be used; provide samples or brochures
 - c. Provide photos of subject property and all surrounding properties.
3. All applications must be submitted to the City Clerk **no later than eleven days before the meeting date by 5:00 p.m.** to allow for proper notification of the project to all adjoining property owners. Applications submitted after this date will be placed on the next month's agenda.
4. All supporting materials must be in to City Hall **no later than 5:00 p.m. on the Tuesday one week prior to the HPC meeting date** (seven days in advance). Please note that most applications are reviewed at a public meeting.
5. Historic Preservation Commission meetings are held at 6:00 p.m. the third Tuesday of each month at City Hall, with special meetings as needed.
6. The Historic Preservation Commission requires that the property owner or contractor/architect be present at the meeting to answer any questions that Commission might have regarding the project.

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Date of Application: _____ Date Received at City Hall: _____

Property Owner's Name: _____ Phone: _____

Property Owner's Mailing Address: _____

Construction Address: _____

Contractor's Name: _____ Phone: _____

Type of Project: _____

NEW CONSTRUCTION, ADDITIONS OR ALTERATIONS:

Provide detailed scope of project. Only items listed can be approved.

DEMOLITION:

Purpose of the demolition.

For the purpose of notifying the neighbors, please use the space below to list the names and street addresses of all adjoining property owners:

Name: _____	Address: _____
Name: _____	Address: _____
Name: _____	Address: _____
Name: _____	Address: _____
Name: _____	Address: _____
Name: _____	Address: _____
Name: _____	Address: _____

I hereby certify that the information submitted on this application is true and accurate to the best of my knowledge.

Applicant's Signature: _____ Date: _____