

App./Case#: _____

Date Submitted: _____

Fee Amount: _____

**Section 1103.01
 CERTIFICATE OF APPROPRIATENESS APPLICATION**

Paid: _____

I. PROPERTY INFORMATION

Property Address:	Parcel ID#(s):
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II. PROPERTY OWNER OF RECORD

Property Owner Name(s):	
Contact Email:	Contact Phone Number:

III. BUSINESS INFORMATION (IF APPLICABLE)

Business Name:	Contact Name:
Contact Phone Number:	Contact Email:

IV. APPLICANT INFORMATION

Applicant Name:	Applicant Address:
Applicant Phone Number:	Applicant Email:

- Property Owner
 Business Owner/Tenant
 Contractor
 Architect/Engineer

PROJECT INFORMATION

- New Main Building (\$400)
 Exterior Modifications/ New Accessory Building (\$200)
 Comprehensive Sign Plan (\$150)
 Signage (\$75)
 Historic District (\$50)

Description of Project: _____

Please review the attached checklist and note the items you are responsible for submitting with this application. All required items must be submitted to the Planning & Zoning Administrator.

Applicant Signature: _____ **Date:** _____
 *By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner. *

****OFFICE USE ONLY****

Additional Notes:

Zoning Information
 Zoning District: _____
 Historic District
 CC Overlay

Add'l Approvals Req'd
 BZBA

Meeting Date: _____

Meeting Results	
<input type="checkbox"/> Approved as Submitted	<input type="checkbox"/> Tabled
<input type="checkbox"/> Approved w/ Conditions	<input type="checkbox"/> Denied

P&Z Admin.: _____ Date: _____

Submission Requirements Certificate of Appropriateness

I. General Requirements

- A. All applications for a certificate of appropriateness shall be received thirty (30) days prior to the next meeting.
- B. All exhibits required for the permanent file (noted in the following paragraphs) must be folded into an 8 ½ x 11 sized paper. However, larger mounting boards, material samples, or other exhibits not meeting these criteria may be used for Planning Commission presentation.
- C. Eleven (11) sets of plans should be submitted to the Commission through the Planning & Zoning Administrator.
- D. An adequate number of photographs are required to illustrate the site, including buildings and other existing features as well as adjacent properties.

II. Building Construction, Exterior Remodeling, and Additions Submittal Requirements

- A. A site plan is required containing the following information:
 1. scale and north arrow
 2. project name and site address
 3. all property and street pavement lines
 4. existing and proposed contours
 5. gross area of tract stated in square feet
- B. Complete elevations are required containing the following information:
 1. scale
 2. all signs to be shown on the elevation
 3. changes in ground elevation
 4. type, color, and texture of all primary materials to be used;
 5. fenestration, doorways, and all other projecting and receding elements
- C. Material samples (required for all exterior materials)

III. Free-standing Ground Sign Submittal Requirements

- A. A site plan is required containing the following information:
 1. scale and north arrow;
 2. address of the site;
 3. all property and street pavement lines;
 4. proposed ingress and egress, including on-site parking areas, parking stalls, and adjacent streets;
 5. location and height of all existing and proposed signs on the site, showing required setbacks
- B. Material samples are required for components

IV. Wall Sign Submittal Requirements

- A. A scaled drawing of each face of the proposed wall sign is required showing the following information;
 1. all size specifications, including the size of letters and graphics;
 2. description of sign and frame materials and colors;
- B. An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the sign.
- C. Material samples are required for all components.

Along with a completed application form, please submit fourteen (14) hardcopy packets of all required items. When any items in the packet exceed 11X17, please also submit a PDF or similar scan of the completed application and packet.

Section 1103.05
STANDARDS FOR REVIEW

All applications for a certificate of appropriateness shall be reviewed to determine if the proposed construction or alteration to an existing structure promotes, preserves and enhances the overall architectural character and integrity of the design review districts in which the structure is proposed to be located and that the proposed structure or alteration would not be at variance with existing structures. In evaluating the design for each new, renovated or expanded structure, the Commission shall endeavor to assure that exterior appearance and environment of such buildings shall:

- (a) Enhance the attractiveness and desirability of the City.
- (b) Encourage orderly and harmonious design in a manner keeping with the overall architectural character of the districts.
- (c) Preserve distinctive stylistic features, historic features or examples of skilled craftsmanship which characterize a building.
- (d) Comply with the purpose and intent of any specific design guidelines adopted by the Commission or City Council.