



## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS INSTRUCTIONS

- A. **Pre-Application Conference:** To ensure that an application for review and approval of a proposed project is documented adequately for timely consideration, the applicant is advised to consult with the Planning and Zoning Coordinator and/or the Commission Chairperson prior to completing the application. The coordinator will assist the applicant in assembling the required documentation and will make available information from the Historic District/Landmarks Inventory as well as from City maps and records to aid in preparation of the application. During this review, the applicant can be advised of any policies, guidelines and/or criteria which may apply in the consideration of the application.
- B. **Application:** The applicant shall submit the application to the Planning and Zoning Coordinator. The application shall not be considered complete until the \$15 filing fee has been paid and until all required documentation has been submitted (See Item C).
- C. **Documentation:** Applications shall be accompanied by the documentation specified in the relevant section or sections of the application. However, the Coordinator may waive any item of documentation that is deemed unnecessary or may require additional items that have been deemed necessary to enable the Commission to reach an informed decision. Specific types of documentation include but are not limited to:
1. **Architectural Drawings:** Plans and exterior elevations drawn to scale which adequately show the design intent and architectural character of the proposal. Materials, textures, colors and other items which characterize the appearance of the proposed building, alteration or change shall be indicated. Such drawings should not exceed 11" x 17" in order to allow the reproduction of such drawing on a standard copier.
  2. **Site Plan:** A site plan drawn to scale or to a scale adequate to clearly show the following: (a) Shape and dimensions of the site; (b) Location of existing and proposed structures and the proposed use of each; (c) Location and characteristics of existing and proposed landscaping and any substantial changes in the existing topography; (d) Location, design and materials to be used in construction of paved areas, driveway entrances and exits, walls, fences, railings, walks, terraces, signs, exterior lighting and similar features as necessary and the relationship of these to the site and any existing buildings as well as any impact on adjacent properties. The site plan should not exceed 11" x 17" in order to allow the reproduction of such drawing on a standard copier.
  3. **Other Documentation:** Other documentation which supplements the above, such as photographs, detailed drawings of significant decorative elements and samples of exterior materials and colors, as applicable, may be required in order to provide additional information.
- D. **Application Fee:** As noted above, an application fee in the amount of \$15 shall accompany the application unless the application is such that it is exempt from full Commission review in which case the fee is \$5. Non-profit organizations are exempt from fees. No action shall be taken on any application where a fee is required until said fee has been paid.

### **FOR THE APPLICANT'S INFORMATION:**

THE HISTORIC PRESERVATION COMMISSION, HEREINAFTER REFERRED TO AS "THE COMMISSION", WILL MEET WITHIN FIFTEEN (15) DAYS RECEIPT OF A COMPLETED APPLICATION TO CONDUCT A PUBLIC HEARING ON THE MATTER. MEETINGS ARE HELD ON THE SECOND TUESDAY OF THE MONTH AT 4:30 PM IN THE CITY HALL CONFERENCE ROOM ON THE THIRD FLOOR OF CITY HALL (ROOM 307). A NOTICE WILL BE PUBLISHED IN THE NEWSPAPER AT LEAST THREE (3) DAYS BEFORE THE HEARING DATE ALERTING INTERESTED PARTIES TO THE MEETING. THE PETITIONER WILL BE SENT A NOTICE BY MAIL. SPECIAL MEETINGS CAN BE CALLED WHEN NEEDED.

NO ADDITIONS OR ALTERATIONS MAY BE MADE TO THE APPLICATION ONCE THE HEARING NOTICE HAS BEEN PUBLISHED IN THE NEWSPAPER. MODIFICATIONS MAY BE ALLOWED BY THE COMMISSION AT THE HEARING PROVIDED SUCH MODIFICATIONS DO NOT EXCEED THE DESCRIPTION OF THE PROPOSED WORK AS CONTAINED IN THE PUBLIC NOTICE. NO DEVIATION FROM THE CERTIFICATE OF APPROPRIATENESS CAN BE MADE WITHOUT APPROVAL OF THE COMMISSION IN THE FORM OF A NEW OR REVISED APPLICATION. NO CERTIFICATE OF APPROPRIATENESS WILL BE ISSUED UNTIL A BUILDING PERMIT, IF REQUIRED, HAS BEEN OBTAINED. NO CONSTRUCTION OR ALTERATION CAN COMMENCE WITHOUT APPROVAL OF THE INSPECTION DEPARTMENT IN

THE FORM OF A PERMIT. PERMITS ARE REQUIRED FOR ALL FACETS OF THE PROJECT UNLESS WAIVED BY THE INSPECTION DEPARTMENT.

**ALL WORK MUST BE IN ACCORDANCE WITH THE RULES AND REGULATION OF THE INSPECTION DEPARTMENT AND MUST COMPLY WITH ALL APPLICABLE CODES. APPROVAL BY THE COMMISSION DOES NOT ELIMINATE THE RESPONSIBILITY OF CODE COMPLIANCE AND/OR INSPECTION DEPARTMENT APPROVAL.**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
\_\_\_\_\_

Street Address of the Property: \_\_\_\_\_

Legal Description of Property (Tax record may be attached in lieu of recording information)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only

Building Significance: Pivotal \_\_\_\_\_ Landmark \_\_\_\_\_ Contributing \_\_\_\_\_

Marginal \_\_\_\_\_ Non-Contributing \_\_\_\_\_ Intrusion \_\_\_\_\_ Vacant Lot \_\_\_\_\_

Zoning District: \_\_\_\_\_

Type of Proposal: Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Demolition \_\_\_\_\_

Fence \_\_\_\_\_ New Construction \_\_\_\_\_ Painting\* \_\_\_\_\_ Siding \_\_\_\_\_

Sign \_\_\_\_\_ Other (specify) \_\_\_\_\_

\*Commercial Structures only

It is warranted in good faith that the statements above and on the attached page(s) are true and correct. I (We) understand that if this application is approved, it becomes a part of the Certificate of Appropriateness, and that such approval has been received only for the work specified herein subject to any conditions and/or modifications imposed by the Commission.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

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Received by \_\_\_\_\_ Date \_\_\_\_\_ Inventory # \_\_\_\_\_

Items Waived \_\_\_\_\_

Waiver approved by Chair \_\_\_\_\_ Date \_\_\_\_\_

**SIGN APPLICATION**  
**LAUREL HISTORIC PRESERVATION COMMISSION**

Type of Sign Proposed:      Ground Mounted \_\_\_\_\_      Building Mounted \_\_\_\_\_  
   Wall \_\_\_\_\_      Projecting \_\_\_\_\_      Canopy \_\_\_\_\_      Marquee \_\_\_\_\_  
   Other (specify) \_\_\_\_\_

**NOTE: Trailer/Portable or "Blackboard" Signs are not allowed in the Historic District.**

Material of Sign:      Wood \_\_\_\_\_      Metal \_\_\_\_\_      Plastic \_\_\_\_\_  
   Other (specify) \_\_\_\_\_

Dimensions of proposed sign (verify regulations with City): \_\_\_\_\_

Height \_\_\_\_\_      Total Square Footage \_\_\_\_\_

Lighting Options:      Unlighted \_\_\_\_\_      Internal Illumination: \_\_\_\_\_      External Illumination \_\_\_\_\_

**ATTACH DRAWING OF PROPOSED SIGN(S) AND DESCRIPTION OF COLORS TO BE USED (PROVIDE SAMPLES). MAY SUBSTITUTE COLOR PHOTOGRAPH IF AVAILABLE. PROVIDE SITE PLAN SKETCH SHOWING LOCATION OF SIGN ON PREMISE AND IN RELATION TO EXISTING BUILDINGS.**

Estimated Start Date: \_\_\_\_\_      Estimated Completion Date: \_\_\_\_\_

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