

**APPLICATION FORM  
CERTIFICATE OF APPROPRIATENESS**

**Case Number:** \_\_\_\_\_

**Date Filed:** \_\_\_\_\_

**Scheduled for Hearing:** \_\_\_\_\_

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**Address of Historic Property:** \_\_\_\_\_

**Petitioner's Name:** \_\_\_\_\_

**Petitioner's Address:** \_\_\_\_\_

**Phone Number/e-mail:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

**Owner's Address:** \_\_\_\_\_

**Phone Number/e-mail:** \_\_\_\_\_

Instructions to Petitioners

The petitioner must attend a preliminary meeting with staff of the Department of Housing and Neighborhood Development during which the petitioner will be advised as to the appropriateness of the request and the process of obtaining a Certificate of Appropriateness. The petitioner must file a "complete application" with Housing and Neighborhood Department Staff no later than seven days before a scheduled regular meeting. The Historic Preservation Commission meets the second Thursday of each month at 5:00 P.M. in the McCloskey Room. The petitioner or his designee must attend the scheduled meeting in order to answer any questions or supply supporting material. You will be notified of the Commission's decision and a Certificate of Appropriateness will be issued to you. Copies of the Certificate must accompany any building permit application subsequently filed for the work described. If you feel uncertain of the merits of your petition, you also have the right to attend a preliminary hearing, which will allow you to discuss the proposal with the Commission before the hearing during which action is taken. Action on a filing must occur within thirty days of the filing date, unless a preliminary hearing is requested.

**Please respond to the following questions and attach additional pages for photographs, drawings, surveys as requested.**

A **“Complete Application”** consists of the following:

1. A legal description of the lot. \_\_\_\_\_

2. A description of the nature of the proposed modifications or new construction:  
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3. A description of the materials used.  
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4. Attach a drawing or provide a picture of the proposed modifications. You may use manufacturer’s brochures if appropriate.

5. Include a scaled drawing, survey or geographic information system map showing the footprint of the existing structure and adjacent thoroughfares, Geographic Information System maps may be provided by staff if requested. Show this document to Planning Department Staff in order to ascertain whether variances or zoning actions are required.

6. Affix at least three photographs showing the existing full facade at each street frontage and the area of modification. If this petition is a proposal for construction of an entirely new structure or accessory building, include photographs of adjacent properties taken from the street exposure.

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If this application is part of a further submittal to the Board of Zoning Appeals for a Conditional Use or development standard variance, please describe the use proposed and modification to the property which will result.