# Certificate of Appropriateness Application Form

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<thead>
<tr>
<th>Property Address:</th>
<th>Historic Districts:</th>
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**Applicant:** ________________________________  
**Owner:** _______________________________________

**Mailing Address:** ___________________________  
**Mailing Address:** ___________________________

**Phone:** ____________________________________  
**Phone:** ____________________________________

**E-Mail:** ____________________________________  
**E-Mail:** ____________________________________

*Please check if this is primary contact person_____

**Description of Proposed Work:**

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

*Type of Work:* (Check all that apply)

- [ ] **New Construction**: Construction of a new building, additions, garages, sheds, etc.
- [ ] **Renovation work**: includes, but is not limited to, all exterior changes to an existing building, windows, doors, roofing, etc.
- [ ] **Sitework**: Adding landscape features (walks, patios, fencing, retaining walls, etc.)
- [ ] **Signage**: Installation of a sign on a building or site.
- [ ] **Demolition**: Removal of any building feature(s) or the razing of any structure(s). For all demolition, the applicant must Comply with Article 13 of the Zoning Ordinance.
- [ ] **Other**: ____________________________________________.

**Owner’s Signature:** ____________________________  
**Date:** _______________________________________

By signing this application, I acknowledge that I have reviewed the proposed scope of work and am Responsible for compliance with any Certificate of Appropriateness or Overlay Permit issued for this project. (Owner’s Original signature is required for all applications.)

**Applicant’s Signature:** ____________________________  
**Date:** _______________________________________

I hereby certify that the proposed work is accurately described and authorized by the owner of record, and I am acting on behalf on the owner to make this application as the authorized agent.

→ See next page for Certificate of Appropriateness Submission Requirements
Submission Requirements for Certificate of Appropriateness Form

Your application may require certain drawings. Each application is different and, therefore, may have different drawing requirements. These drawings will help the Board of Architectural Review understand your proposal. A staff member in the Historic Preservation office can meet with you to determine which items in the checklist below should be submitted for the Board review.

Once the Staff has determined what should be submitted, the application should be returned to the Historic Preservation Office along with those items by the application deadline. Additional materials may be requested at any point during the Process to insure the Board has adequate information for review. If materials requested fail to be submitted by the deadline, the application will be excluded from the agenda and will not be placed on the agenda until all requests are satisfied.

New Construction/Room Additions
- All Elevations
- Floor plans
- Site plans
- Wall Section
- Detailed drawings for items such as cornice and gutter construction, porch railing, window trim, dormers and doors.
- Drawings showing new structure in relation to adjacent structures and/or existing building.

Rehabilitation
- Elevations of any façade when new elements are applied.
- Detail drawings of any new elements.
- Photos of rehabilitation area.

Site Changes
- Site plan showing any changes (fences, pools, landscaping, etc.)
- Dimension and details of any fence or any other such site elements.

Demolition (see also Article 13 of the LFUCG Zoning Ordinance and Guidelines)
- Digital photos
- Compliance with Article 13 of the LFUCG Zoning Ordinance

Notes
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→See next page for Drawing Requirement Details
Examples of Drawings Required

Wall Section
- Scale 1/2" = 1'-0"
- 2-2'x6" header
- 1/2 gyp board finished ceiling vapor barrier
- 1/4" insulating board
- 3/4" hardboard floor
- Plywood subfloor
- 2-2'x10" header plate
- 2x6" wood framing
- Pour in place concrete foundation
- Wood baseboard waterproofing

Plastic Membrane Roof
- Half" thick gutter joints 6" oc
- 1/2 gyp board finished ceiling
- Insulation
- Roof 2'x0' rafters 12" oc

Side Elevation
- New asphalt shingles and metal flashing
- Ex. eave and rake wood trim repaired to match original details
- Repair wood trim, reglaze
- Repair dormer trim, windows, flashing
- New flat seam metal roof
- New metal gutters and downspouts
- Repair ex. wood columns and paint
- New wood handrails to replace aluminum
- Replace conc. steps with new conc. steps

Front Elevation
- Repair stone foundation, tuckpoint
- Ex. concrete block infill to remain

Plan
- Scale 1/4" = 1'-0"
- Closet
- Entry
- Bath
- Kitchen
- Family
- Dining
- Eating
- Hall
- Entry
- Terrace

Site Plan
- Two story brick building
- Porch
- 12' R.
- 8' 5" x 8' 6"
- Asphal Paving
- 2 Story residence
- 11' 3"
- Building
- Shared Driveway
- One story building
- 10' R.