



# Certificate of Appropriateness

Owner Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

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**OWNER/AGENT AND AUTHORIZATION**

Owner/Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby certify that I am the owner of the property and further certify that the information provided on this application is true and correct. I hereby designate the aforementioned agent to act on my behalf for submittal, processing, representation, and/or presentation of this application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**DESCRIPTION OF PROJECT (Include materials, color, shape, and other details necessary to understand project):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REASON FOR WORK (Provide reason(s) the proposed exterior work is necessary and/or consistent with the historic character of the property):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INCLUDE THE FOLLOWING:**

1. A current description and/or photograph(s) of the existing structure.
2. Sketches, plans, elevations, and/or specifications of the proposed work to be done.
3. Historic photographs (if available) that the proposed work is based on.
4. Sample of material(s) and colors to be used. A product brochure may be sufficient.



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## ADDITIONAL INFORMATION

Staff may request additional information be submitted with the application or prior to the Landmarks Commission meeting.

## CERTIFICATION

I have read and completed this application and certify that all information contained therein is complete, true, and correct. I request that this application be submitted to the Landmarks Commission for consideration.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

## For Office Use Only

Final Project Inspection:

\_\_\_\_\_  
Historic Preservation Officer

\_\_\_\_\_  
Date

Commission Action:

- Approved
- Approved with Conditions
- Denied

\_\_\_\_\_  
Landmarks Commission, Chair

\_\_\_\_\_  
Date

## PAYMENT INFORMATION

Received: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Case No.: \_\_\_\_\_

Reviewed By: \_\_\_\_\_