



Ordinary Repair & Maintenance

Owner Name: _____

Project Address: _____

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: _____

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 should be considered ordinary repair or maintenance):

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

Date Filed: _____

Case Number: _____

Staff Action:

- Approved
- Approved with Conditions
- Denied

Historic Preservation Officer

Date

Letter was sent to applicant on: _____