



**APPLICATION FOR HISTORIC LANDMARK
CERTIFICATE OF APPROPRIATENESS**

Property Address: _____

Legal Description: _____

Structure(s) Being Altered or Added: _____

Owner of the Property: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

This application shall include the following (incomplete applications will not be accepted):

1. A detailed description of the proposed work.
2. Location and photographs of the property changes, if available.
3. Elevation drawings, photographs or illustrations of the proposed changes must be submitted with application. Incomplete submittals will not be accepted.
4. Information regarding the materials to be used. (*The Landmark Commission may ask that samples be provided*).
5. If the proposal includes signs or lettering, detailed information regarding such signs or lettering must be provided. (*The Building Official must approve any proposed signs*).
6. Any other information which the Commission may deem necessary in order to visualize the proposed work.
7. Tax certificate showing taxes have been paid.

A Certificate of Appropriateness does not replace the requirement for obtaining other permits such as a building permit (including fences and driveways), site development permit or sign permit.

Signature of Owner Date

Signature of Agent (if any) Date

(If an Agent signs, a letter, signed by the owner, must be attached hereto granting authorization to the Agent to act on the owner's behalf.)

Approved

Historic Landmark Commission Date

Disapproved

Historic Landmark Commission Date