

CERTIFICATE OF APPROPRIATENESS

Application Instructions:

To receive a Certificate of Appropriateness from the Design Review Board, it is necessary for the applicant to complete the enclosed application form and return it with a copy of the plans, drawings, specifications and, if necessary, supplemental materials. This application is to be filed with the Design Review Board at least 10 (ten) days before the meeting of the Board at which the application is to be reviewed. In general, documentation submitted with the application is non-returnable, with the exception of historic photographs, etchings, lithographs, original blueprints and drawings, or other special materials.

- 1. Name of Property**
Provide the name given to the property when it was designated if you know it. Give the full address of the property including zip code. If located in a local historic district, give the name by which the district was designated.
- 2. Name and Mailing Address of Owner**
Provide the name, address, and telephone number of the owner. If there are multiple owners of real interest, include all parties using a separate sheet of paper if necessary. Provide the name, address, and telephone number of the applicant if different from the owner.
- 3. Attachments**
Provide a copy of the required submittals from Paragraph 1.4.1 of the Design Guidelines. To supplement your application, you may submit photographs, slides, historical documentation or anything else that will illustrate to the Board and staff the effect of the proposed change.
- 4. Signature of Applicant**
All applications must be signed and dated.

If you have questions or need assistance in completing this form, please telephone Mr. Les Crocker at (931) 645-7426.