

# CERTIFICATE OF APPROPRIATENESS FILING REQUIREMENTS AND APPLICATION

- I. The following documentation is required:
  - A. NEW CONSTRUCTION
    1. Site plan indicating existing structure, driveways, major landscaping, and location of proposed new buildings, driveways and landscaping.
    2. Photographs showing a view from the street with the building site and adjacent properties.
    3. Façade rendering.
    4. Description or sample of materials to be used.
    5. An additional supporting materials necessary for the Preservation Commission to make a decision.
  - B. REHABILITATION OF AN EXISTING STRUCTURE AND MAJOR LANDSCAPING:
    1. Photographs indicating existing condition.
    2. Description of proposed rehabilitation activity.
    3. Description or samples of materials used.
    4. For substantial rehabilitation, applicant(s) must also supply site plans, elevations, floor plans, and additional supporting materials necessary for the Preservation Commission to make a decision.
- II. A Ten Dollar (\$10) fee shall be charged to cover the cost of processing the application.
- III. Applications are to be filed at least two (2) weeks prior to the regularly scheduled Commission meeting.

(SEE APPENDIX C FOR CERTIFICATE OF APPROPRIATENESS APPLICATION)



## COA REVIEW NOTES

### List of the Case by Chairman

Today, we will review the application for a Certificate of Appropriateness...

Presentation by the Applicant and witness with relevant evidence.

Presentation by the Staff; comments by Ken.

Speakers in favor of the application.

Speakers against the application.

### The Finding of Facts

#### First Motion – The Finding of Facts

Do I hear a motion regarding the finding of facts? We recognize...

Motion made for or against; with or without conditions.

Seconded.

Chair restates the motion.

Discussion

Amended motion?

Call for Vote. Restate the outcome... the motion carries.

#### Second Motion – Approval or Denial

Do I hear a motion regarding the Approval or Denial of this COA?

Motion made for or against; with or without conditions.

Seconded.

Chair restates the motion.

Discussion.

Amended motion?

Call for vote.

Restate to outcome... the motion carries.

