

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

INSTRUCTIONS

- A. Pre-Application Conference: To insure that an application for review and approval of a proposed project is documented adequately and can be reviewed and acted upon without delay, the applicant is advised to consult with the Superintendent of Inspection and/or the Commission Chairperson prior to filling out the application. The Superintendent will assist the applicant in assembling the required documentation, making available information from the Historic District/Landmarks Inventory and from City maps and records to prepare the application. At this time, the Superintendent and/or Chairperson shall advise the applicant of any policies, guidelines or criteria which the Commission may be expected to apply in the review of the proposal.

- B. Application: The applicant shall submit the application to the Superintendent, including required documentation. The application shall not be considered to have been submitted until all required documentation and the Historic District Application Fee have been furnished.

- C. Documentation: An application for review of a proposal shall be accompanied by the documentation specified in each section of the application; provided however, that, the Superintendent may waive any of the items of documentation believed to be unnecessary or may require such additional items of documentation deemed reasonably necessary to enable the Commission to reach an informed decision. The following definitions/instructions should be noted by the applicant:
 1. Architectural Drawings. Plans and exterior elevations drawn to scale and adequate to show clearly the design intent and the architectural character of the proposed building, alteration or other change or development. Materials, textures, colors and other characteristics of the appearance of the proposed construction shall be indicated. If larger in size than 11" x 17", plans must be drawn on tracing paper or mylar, in order to allow reproduction on a blue line machine.

 2. Site Plan. A site plan drawn at a scale adequate to show clearly the shape and dimensions of the site; the locations of existing and proposed buildings or other structures and their proposed uses; the location and characteristics of existing and proposed landscaping and any substantial changes in existing topography; the location, design and materials of construction of paved areas, driveway entrances and exits, walls, fences, railings, walks, terraces, signs, exterior lighting (if any), and similar features, and the relationship of the site and its proposed development to adjacent properties and existing buildings thereon. If larger in size than 11" x 17", site plans must be drawn on tracing paper or mylar, in order to allow reproduction on a blue line machine.

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3. Other Documentation. Other documentation, to supplement that shown on the building plans and site plan, such as photographs, detailed drawings of significant decorative elements and samples of exterior materials and colors, as applicable or necessary to provide full information.
- D. Application Fee. An application fee in the amount of **\$15.00** shall accompany the application at the time of submission, except when the application is for work that is in the category that falls under the exemption from full Commission review as specified in the ordinance, when the fee shall be \$5.00. No action shall be taken on the application until the fee is received.

FOR THE APPLICANT'S INFORMATION. The Historic Preservation Commission will meet within fifteen (15) days of receipt of a completed application to conduct the public hearing on and to consider same. All meetings are held on Tuesday or Thursday at 4:30 P.M., in the City Hall Conference Room (Room 307) on the third floor. A Notice of Public Hearing must be published in the local newspaper by the City three (3) days before the hearing date.

NO ADDITIONS MAY BE MADE TO THIS APPLICATION AFTER THE NOTICE OF HEARING IS PUBLISHED, DUE TO THE PUBLICATION REQUIREMENT. MODIFICATIONS MAY BE ALLOWED BY THE COMMISSION IN ITS CONSIDERATION OF THE APPLICATION, TO THE EXTENT THAT THEY DO NOT EXCEED THE DESCRIPTION OF WORK PROPOSED IN THE NOTICE.

NO DEVIATION FROM THE CERTIFICATE OF APPROPRIATENESS CAN BE MADE WITHOUT APPROVAL BY THE COMMISSION OF A NEW APPLICATION.

NO CONSTRUCTION OR ALTERATION MAY COMMENCE WITHOUT FIRST OBTAINING APPROVAL FROM THE INSPECTION DEPARTMENT IN THE FORM OF A BUILDING PERMIT. ANY CONSTRUCTION OR ALTERATION APPROVED BY THE HISTORIC PRESERVATION COMMISSION MUST ALSO BE APPROVED BY THE INSPECTION DEPARTMENT AND MUST COMPLY WITH ALL BUILDING CODES.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

LAUREL HISTORIC PRESERVATION COMMISSION

Applicant: _____

Mailing Address: _____ Daytime Phone: _____

Street Address of Property: _____

Legal Description of Property: _____

Building Significance: Pivotal _____ Contributing _____ Non-Contributing _____
Marginal _____ Intrusion _____ Vacant Lot _____ Historic Landmark _____

Zoning District: _____

Type of Proposal: Painting _____ Addition _____ Alteration _____ Siding _____
New Construction _____ Fence _____ Demolition _____
Other _____
(Specify)

It is warranted in good faith that the statements above and on attached page(s) are true and correct. (I) (We) understand that, if this application is approved, it becomes a part of the Certificate of Appropriateness and that I/we have received approval only for the work specified herein, subject to any conditions or modifications imposed by the Commission.

Signature(s): _____ Date: _____
_____ Date: _____

Received: _____ Date: _____ Inventory #: _____
(Initials)

Items Waived: _____

Chairperson: _____ Date: _____

NOTE TO APPLICANTS: In signing this application, it is understood that you agree to obtain all necessary permits and to adhere to any and all applicable codes and ordinances