



**Application for a  
Certificate of Appropriateness (COA)**  
to the Historic Preservation Commission (HPC)  
for a proposed change to a locally designated property

**PLEASE NOTE:**

**Application Requirements:**

All application requirements must be complete and include required support materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded for to the HPC for review.

**Application Deadline:**

Applications and support materials must be submitted fifteen (15) days prior to the regular HPC meeting, usually the second Tuesday of each month. Applications must be submitted at City Hall.

**Application Representation:**

The applicant or an authorized representative of the applicant must attend the public hearing to support the application.

**Building Permit Requirements:**

In addition to a COA application, building permits must be acquired from the Building & Inspection Department. Building permits will not be issued without proof of a COA.

**Deadline for Project Completion:**

After application approval, the COA is valid for 12 months and null and void if construction does not begin within 6 months.

**Office Use Only**

received: \_\_\_\_\_  
 fee paid: \_\_\_\_\_  
 determined complete: \_\_\_\_\_  
 approved administratively \_\_\_\_\_  
 (must have signatures below)

staff/date \_\_\_\_\_

commissioner/date \_\_\_\_\_

AUTHORIZATION	PROJECT	APPLICANT	PROPERTY
	<p><b>BE SURE TO COMPLETE THE BACK OF THE FORM AS WELL!</b></p> <p>TYPE OF PROJECT (CHECK ALL WHICH APPLY):</p> <p><b>Construction</b></p> <p><input type="checkbox"/> New building</p> <p><input type="checkbox"/> Addition to building</p> <p><input type="checkbox"/> Major building restoration, rehabilitation, or remodeling</p> <p><input checked="" type="checkbox"/> Minor exterior change</p> <p><b>Site Changes</b></p> <p><input type="checkbox"/> Parking area(s), driveway(s), or walkway(s)</p> <p><input type="checkbox"/> Fence(s), wall(s), or landscaping</p> <p><input type="checkbox"/> Mechanical system(s) or non-temporary structure(s)</p> <p><input type="checkbox"/> Sign(s)</p> <p><input type="checkbox"/> Demolition or relocation of building(s)</p> <p>CONTRACTORS/CONSULTANTS:  <u>OWNE</u></p>		<p>PROPERTY ADDRESS: <u>546 FOSTER</u></p> <p>PROPERTY OWNER*: <u>TERRY GRUND</u></p> <p>*NOTE: If applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include owner's telephone number and mailing address.</p> <p>APPLICANT: <u>TERRY GRUND</u></p>



