

Instructions for filling out the COA application form

Signatures (page 1)

The application will not be accepted unless it is signed by the property owner or agent. The applicant can be a tenant, contractor, architect, etc., acting on behalf of the property owner.

Description of Proposed Work (page 2)

Provide enough detail so that it is clear what you are planning to do. Example: "Construction of treated lumber deck at the back of the house according to the attached site plan. There will be no alterations to the house. Deck will be stained a white color. Detail of railing is attached."

Supporting Documentation (page 3)

Elevations are required for new construction including garages and accessory buildings, additions, and major alterations to buildings. Elevations are scale drawings that accurately show the exterior facades and details of a proposed project. For new buildings elevations are required for all four sides. Freehand sketches without measurements are not acceptable.

A **site plan** is required for new construction, additions, accessory buildings, fences, walkways, patios, decks, signs and other improvements. A site plan is a measured drawing or diagram of the lot showing property lines and footprints of all buildings, driveways and other features. Proposed new buildings, additions and site features should be indicated on the site plan. Distances from buildings to property lines must be shown so that zoning setback requirements can be checked.

Provide **photographs** or digital images showing the location of the proposed work.

Provide manufacturer's **illustrations** or **brochures** that show exterior construction materials such as windows and doors for new buildings, additions and accessory structures.

Applications can be mailed or scanned and submitted electronically as an email attachment. Faxing is acceptable but not recommended.

The deadline for receiving applications is three weeks prior to the Historic Preservation Commission meeting.

If you have questions contact the planning department at 336-373-2144.