

Historical Landmarks Preservation Commission
Application for a Certificate of Approval
Information and Instruction Sheet

1. Complete the attached application for a Certificate of Approval form
2. Return the completed application to the Code Enforcement Officer with a **non-refundable** fee of **\$50.00** minimum; **\$100.00** (\$500-\$1000 project cost); **\$150.00** (>\$1000 project cost)
3. Complete a Building Permit application form or a Sign Permit application form which is to be included with this application
4. A Public Hearing will be scheduled not less than ten (10) days after the publication date of the Notice of Public Hearing in the designated local newspaper
5. The following items will be needed for the Commission's review prior to the Public Hearing. These materials are to be in the hands of the Commission's Secretary no later than twelve (12) days before the Public Hearing date. These materials are distributed in advance to the Commission's members for research and review.
 - a. Photograph (in color if possible) of the existing building/structure/condition
 - b. Architectural elevation (side view) drawings of all sides of the proposed changes, as required by the Commission's Secretary
 - c. **Submit: Originals and 6 sets of all application forms, drawings, B&W photos - copied**
 - d. Samples of the materials to be used:
 - Color chips or samples of the proposed colors
 - Samples of the brick, veneers, moldings, textured surfaces and other finishes or coatings proposed, including roofing materials
 - Catalog cuts of windows, doors, etc. proposed (original and 9 copies)
 - Any other descriptive information, literature of components or fixtures
 - e. SIGNS
 - *A scale drawing showing: 1) type face or style and size(s) of lettering 2) method of attachment of sign board to building 3) all dimensions of the sign board and lettering 4) side view of the sign board showing trim pieces and edge treatment
 - *Description and sample of materials used for the sign board and letters
 - *Method of illumination (if any) style, color, wattage of fixture(s) and light shedding pattern
 - *Drawing showing location of the sign on the building or property
 - Color photograph of the building where the sign will be displayed
 - Color chips of colors used for the sign board and lettering

Where indicated by (*) submit original and 9 copies

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Date _____

Name of Applicant _____

Address of Applicant _____

Telephone: Home _____ Business _____

Email _____ Cell _____

Application for Signage Only? (Y/N) _____

Address of the building, structure or property where the proposed changes or construction is located, or where the sign is located: _____

Owner of the above building, structure or property (If not the applicant):

Name _____ Phone _____

Address _____

Description of the work proposed: _____

Signature of Applicant

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For Office Use:

Date Application Received _____ Date of Public Hearing _____

Fee \$ _____ Date Paid _____ Tax Map Number _____

Cert. of Approval Number _____ Dated _____ Sign/Bldg. Perm. # _____