



## SPECIAL CERTIFICATE OF APPROPRIATENESS APPLICATION

### FOR STAFF USE ONLY

COA#: \_\_\_\_\_

Town Manager Recommendation: \_\_\_\_\_

Date: \_\_\_\_\_

Historic Preservation Board Recommendation: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** All required supporting materials must be provided; incomplete applications will not be evaluated. If additional space is needed, attach additional sheets. The Special Certificate of Appropriateness is valid for a period of 365 days after the date of approval, unless otherwise specifically provided by the approval. An extension of up to 180 days may be requested to complete work in-progress if requested prior to the expiration date, work has commenced, and the scope of work originally approved has not changed. Otherwise, the owner must re-apply.

### A. GENERAL INFORMATION (To be completed by all applicants).

#### 1. Property Identification and Location:

Name of Property/Business: \_\_\_\_\_

Property Identification Number (from tax records): \_\_\_\_\_

Address of Property: \_\_\_\_\_

#### 2. Mailing Addresses:

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number (H): \_\_\_\_\_ (W): \_\_\_\_\_

Occupant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number (H): \_\_\_\_\_ (W): \_\_\_\_\_

Agent/Engineer/Architect: \_\_\_\_\_

Address: \_\_\_\_\_

#### 3. Existing Uses and Building Condition: \_\_\_\_\_

#### 4. Type of Request:

#### Proposed Use:

<input type="checkbox"/>	Alteration of an archaeological site	<input type="checkbox"/>	Single-family residence	<input type="checkbox"/>	New construction
<input type="checkbox"/>	Exterior alteration of building/structure	<input type="checkbox"/>	Multi-family residence	<input type="checkbox"/>	Relocation
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Other:		

5. **Estimated Cost of Work:** \_\_\_\_\_

6. **Written Description of Proposed Work:**

All applications must include at least two photographs with different views showing the sides of the designated property which will be altered. Also, if required, include photographs of all adjacent properties. Explain what changes will be made and how they will be accomplished. If required, submit detailed plans and elevation drawings and specifications to support the written description.

<b>Exterior Building Features (include material samples when necessary)</b>	
<b>Structural Systems:</b>	<b>Roofs and Roofing:</b>
<b>Windows and Doors:</b>	<b>Materials (masonry, wood, metal):</b>
<b>Porches, Awnings, Steps and Fences:</b>	<b>Painting and Finishes:</b>
<b>Environmental Features (grading, landscaping, parking, subsurface work, etc.):</b>	

7. **Criteria for Evaluating Applications:**

In addition to all other article provisions, the Commission shall consider the following criteria in evaluating applications for a Special Certificate of Appropriateness for demolition of designated properties:

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- a. Is the structure of such interest or quality that it would reasonably meet national, state, or local criteria for designation as a historic structure or is so designated?
- b. Is the structure of such design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense?
- c. Is the structure one of the last remaining examples of its kind in the neighborhood, the county, or region?
- d. Does the structure contribute significantly to the historic character of a designated district?
- e. Would retaining the structure promote the general welfare of the town by providing an opportunity for study of local history, architecture, and design or by developing an understanding of the importance and value of a particular culture and heritage?
- f. Are there definite plans for reuse of the property if the proposed demolition is carried out, and what will be the effect of those plans on the character of the surrounding area?

8. **Owner Attestation:**

*The information on this application represents an accurate description of the proposed work. The undersigned has omitted nothing that might affect the decision of the Town Commission, and hereby certifies that the project described in this application, as detailed by plans and specifications enclosed, will be constructed in exact accordance with aforesaid plans and specifications. It is understood that approval of this application by the Town Commission in no way constitutes approval of building permit or other required Town or County permit.*

**Signature (Owner):**  **Date:** \_\_\_\_\_

**Signature (Agent) :** \_\_\_\_\_ **Date:** \_\_\_\_\_











# 4591 Dark Gray Range

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Weight: *Conventional*

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Profile: ***Bel Air***

Weight: ***Conventional***







