

Historic and Architectural Review Board
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Project Address _____ Tax ID# _____

Property Owner _____ Phone: _____

Owner's Mailing Address _____

Applicant _____ Phone: _____

Applicant's Mailing Address _____

Applicant's email: _____

Application form, photographs, and drawings (if necessary) must be submitted BY THE LAST MONDAY OF THE MONTH in order to be placed on the agenda.

Electronic photographs and plans are welcome. Please contact our office for submission details.

*****Meetings are the 1ST Monday of each month at 5:30pm. You or a representative must attend the meeting.*****

1. **PHOTOGRAPHS** – Photographs of your building and neighboring buildings must accompany your application. (Digital versions are preferred)
2. **DRAWINGS** – Required drawings must accompany your application. Please submit two (2) copies of blueprints. Only one (1) copy of 8 1/2 x 11 or 11 X 17 drawing is necessary.

TYPE OF PROJECT PROPOSED:

- _____ Alteration, renovation, restoration
(1/4 or 1/8"=1'0" scale drawings required IF walls or openings altered.)
- _____ New addition (1/4 or 1/8"=1'0" scale drawings: elevations, floor plans, site plan)
- _____ New building or structure (1/4 or 1/8"=1'0" scale drawings: elevations, floor plans, site plan)
- _____ Demolition, removal of building or building features (1/4 or 1/8"=1'0" scale drawings: elevation of remaining site and site plan)

3. DESCRIPTION OF WORK – Check all that apply

- | | |
|---|--|
| _____ Siding and Masonry | _____ Trim and decorative woodwork |
| _____ Roofing, gutter and downspout | _____ Garages, utility sheds, outbuildings |
| _____ Windows, doors, and associated hardware | _____ Fences, porches, decks |
| _____ Storm windows and storm doors | _____ Signs |
| _____ Shutters and associated hardware | _____ Other _____ |

4. DESCRIBE PROJECT – Briefly describe all proposed work. Include manufacturers' specifications, proposed materials, and general appearance of desired results. Attach additional sheets as needed.

5. SIGNATURE _____ **Date** _____