

# *Application for Certificate of Appropriateness*

An application will not be placed on the agenda until all required information and attachments, as listed in this document, are submitted and complete

TO BE COMPLETED BY APPLICANT			STAFF USE ONLY				
<b>Application Deadline:</b> Approximately one month (~ 30 days) prior to regularly scheduled HPC meeting. Please check with City Staff to confirm submission deadlines and meeting dates. <b>COA Fee: \$40.00    After-the-Fact Fee: \$120.00</b>			Yes	N/A	Yes	No	N/A
1	<b>Written Description</b> Describe clearly and in detail the project scope of work.						
2	<b>Materials Description</b> Type/Width of siding, window trim, height/style of doors, etc.						
3	<b>Photos of Existing Conditions</b> Clear digital photos of: <ul style="list-style-type: none"> <li>• All sides of the building(s)</li> <li>• Front yard</li> <li>• Rear yard</li> <li>• Trees to be removed</li> <li>• Significant site features</li> </ul>						
4	<b>Context Photographs</b> <ul style="list-style-type: none"> <li>• Photos of structures on same block and across the street, include property address for each photo.</li> <li>• Photos of other properties in District with similar design features, as applicable.</li> </ul>						
5	<b>Site Plans - Existing + Proposed.</b> (Property survey, or scaled drawing accepted) <ul style="list-style-type: none"> <li>• Lot Dimensions</li> <li>• Setback dimensions [side,rear,front (porch + thermal wall)]</li> <li>• Setback dimensions of neighboring properties</li> <li>• Drives, walks + alleys</li> <li>• Tree protection and/or tree removal + replanting</li> <li>• HVAC location</li> <li>• Fences/walls</li> <li>• Accessory buildings (garages, sheds, gazebos, etc.)</li> <li>• Easements/public rights of way</li> <li>• % of Rear Yard Coverage</li> </ul>						

6	<p><b>Elevation Drawings - Existing + Proposed</b> All drawings should include dimensions, materials, foundation height, topography, etc. For additions, the existing structure and proposed addition must be clearly shown. The plans must clearly identify the building elements to be demolished.</p> <ul style="list-style-type: none"> <li>• Front</li> <li>• Rear</li> <li>• Left</li> <li>• Right</li> </ul>					
7	<p><b>Architectural Details</b></p> <ul style="list-style-type: none"> <li>• Porch section (showing the column/beam alignment)</li> <li>• Railing detail</li> <li>Roof detail (soffit, fascia)</li> <li>• Window detail (material, design, dimensions, trim)</li> <li>• Wall section</li> </ul> <p><i>May include additional information as requested by the Commission as a condition for future review.</i></p>					
8	<p><b>Floor plans</b> As needed (usually optional).</p>					

*(1) I hereby acknowledge and say that the information contained herein and herewith is true and that this application shall not be scheduled for official consideration until all of the required contents are submitted in proper form to the City of Concord Planning & Neighborhood Development. (2) I understand that City staff and/or members of the Historic Preservation Commission may make routine visits to the site to ensure that work being done is the same as the work that was approved. (3) I understand that photographs of the completed project will be used to update the City's historic districts inventory database.*

**SUBJECT PROPERTY**

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

Parcel ID (PIN): \_\_\_\_\_

Area (acres or square feet): \_\_\_\_\_

Current Zoning: \_\_\_\_\_

**OWNER INFORMATION**

Name: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_