

SUBMITTAL CRITERIA CHECKLIST

(Customer use only, do not submit)

The documentation listed below must be submitted with the application for a Certificate of Appropriateness. Incomplete applications will not be docketed for consideration by the Landmark Commission. Please refer to the preservation criteria in the historic district ordinance or contact a City Preservation Planner for further information.

ALL APPLICATIONS

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Images of front façade of the structure and all sides where work is proposed.

REMODELING, ADDITIONS, AND NEW CONSTRUCTION

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Applications for new construction and major remodels must be reviewed by the respective Staff member for the district prior to the submittal deadline.

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Scaled and dimensioned elevation and plan drawings (see Note 1) indicating proposed alterations or additions, clearly indicating the existing building and what is proposed and including the relationship to adjacent structures (see Note 2).

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Site plan showing: 1) dimensions of lot, 2) location and dimensions of the structure and addition (if applicable), and 3) location of all exterior, ground and roof mounted equipment.

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Official site survey.

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Specifications/cut-sheets/images for all proposed exterior materials including siding, doors, windows, lighting, and roof shingles. (See Note 3).

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Paint chips or specifications (brand, color name) and placement on the structure.

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New Construction Form required for proposed main and accessory structures.

Note: All submitted information should also be emailed as a PDF to the respective Staff contact. Do not send large files (over 10 MB) without contacting staff first.

WINDOWS AND DOORS

REPAIR ONLY

☐

Images of window(s)/door(s) that illustrate existing condition.

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Detailed description of repair work needed.

REPLACEMENT

☐

Window survey – contact respective Staff member for survey form.

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Images of window(s)/door(s) that illustrate existing condition

☐

Specification/cut-sheet/image for proposed replacement window(s)/door(s).

PAINTING, STUCCO, REPOINTING

- ☐ Image of front façade of house and all areas/facades where painting, stucco, or repointing is proposed.
- ☐ Paint chips or specifications (brand, color name and number) with proposed location on structure indicated (body, trim, accent).
- ☐ If applicable, specifications including color, lime content ratio, cement content ratio, aggregate color, aggregate content ratio, and joint tooling.

SIDING, TRIM, AND SKIRTING REPAIR OR REPLACEMENT

- ☐ Image(s) of all facades where work is proposed, including detail images that illustrate existing conditions.
- ☐ Percentage estimate of how much material is proposed for replacement (i.e. 15%, less than 20%, etc)
- ☐ Specifications for replacement siding, trim, or skirting material.

FOUNDATION REPAIR

- ☐ Image of structure indicating existing skirting.
- ☐ Engineer's report including structural drawing and detail of proposed work.

ROOFING

- ☐ Image of existing roof shingle indicating existing material and color.
- ☐ Shingle specifications (material, brand, color name).

GUTTERS

- ☐ Specifications/cut-sheets/images for proposed gutters/downspouts.
- ☐ Site plan showing where on structure gutters/downspouts are proposed.

FENCES, HARDSCAPING, AND LANDSCAPING

- ☐ Site plan showing proposed location of fence, hardscaping, landscaping.
- ☐ Photographs of the area(s) where work is proposed.
- ☐ Fences - image of proposed fence with description (material, height).
- ☐ Hardscaping – description of materials proposed and images if something other than broom finish concrete.
- ☐ Landscaping – plant species and images.

Note: Seasonal planting in existing landscaping beds that does not include new shrubs or trees does not require a Certificate of Appropriateness.

RELOCATION OF A STRUCTURE

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|--------------------------|--|
| ☐ | Photograph of structure on current site. |
| ☐ | Reason for request to move building. |
| ☐ | Dimensioned site plan to scale (see Note 1) showing proposed building on new site and adjacent building scale (see Note 2). |
| ☐ | Elevation showing height and width relationship of structure on new site to adjacent properties and those across the street. |
| ☐ | Images of structures within vicinity of new site. |

SIGNS

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|--------------------------|---|
| ☐ | Sign location indicated (i.e. elevation drawing, photograph showing proposed location marked, rendering, or site plan). |
| ☐ | Image and specifications for proposed sign |

DEMOLITION

Any demolition of a main or accessory structure within an historic district requires a Certificate for Demolition, which is a different application. Please contact Staff for the Certificate of Demolition application or visit our website to download the application.

GENERAL NOTES:

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| Note 1: | Minimum scale of $1/8" = 1'0"$ on all plans and elevations, unless otherwise approved by a Preservation Planner. Minimum size for all plans is 11"X17". Section details of new cornices, columns, railings or any other distinctive details are required at $1/2" = 1'$. |
| Note 2: | When required to show the relationship to adjacent structures and structure is on a corner, "adjacent" means across the street. |
| Note 3: | When material descriptions are required, materials to be used must be designated on the elevation drawings. |