



HISTORIC DISTRICT & LANDMARKS REVIEW COMMISSION

Applying for a Certificate of Appropriateness

When applying for a Certificate of Appropriateness, include the following to ensure the HRC has sufficient material to review your proposal:

Complete applications must be submitted at least two weeks prior to the HRC meeting. The HRC may request applicants to present at the meeting. Incomplete applications may not be reviewed.

All Proposals:

- Complete application form including a detailed description of proposed work
- Photographs of existing conditions, any renderings of proposed changes

Signs:

- Detailed drawing or blueprint of the sign drawn to scale, including dimensions
- Details of colors, materials, and lighting
- Photographs of the existing condition of building showing placement of sign

Painting:

- Proposed colors (including swatch and/or official color name)
- Photographs of the existing condition of building indicating where what colors will be used

Windows and Doors:

- Photographs of affected elevations with detail about windows and doors proposed for replacement
- Product brochure with description of materials and style of replacement product
- Photographs of proposed product of similar style and material already in place in other locations (vendor can likely supply these images)

Fences:

- Product brochure with style and material of proposed fence
- Sketch of proposed fence location with dimensions
- Photographs of area where fence is proposed to be located

Siding:

- Photographs of existing condition of the building
- Measurement of reveal of existing and proposed siding
- Sketch and/or description of how will trim be treated

Additions and New Construction:

- Drawings to scale of addition, all elevations, and the existing building
- Photographs of site and/or affected elevations
- Sizes and styles of windows and doors must be shown on the drawings; indicate new, existing, or replacement
- Exterior specifications: materials, siding, roofing, etc., are listed on drawings
- Lighting and signage for commercial buildings