



# CERTIFICATE OF APPROPRIATENESS APPLICATION

(If applicant is not the owner, as listed on the property deed, a letter from the owner authorizing the proposed work must be included along with the owner's phone number and address.)

## PROPERTY OWNER'S INFORMATION

Owner's Name: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
Suite: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## APPLICANT'S CONTACT INFORMATION

Owner's Name: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
Suite: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PROPERTY LOCATION

Tax Parcel Number(s): \_\_\_\_\_ Size in Acres: \_\_\_\_\_  
Address(es): \_\_\_\_\_  
Number of existing structures: \_\_\_\_\_

## DESCRIPTION OF PROJECT

Briefly, yet accurately, describe all new construction, alterations, repairs or other changes to the exterior appearance or site for the property under consideration. Use additional pages as needed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STATEMENT

Has this property been before the Mayor and Council, Downtown Development Authority, Architectural Review Board, Board of Appeals or Board of Planning and Zoning within the last 24 months? Yes No  
If yes, please list the board and reference number: \_\_\_\_\_  
\_\_\_\_\_

## REQUIRED ATTACHMENTS

- Legal description
- Vicinity Map
- Landscape Plan (copies: 1 11x17 and 1 full size)
- Architecture elevations or drawings (copies: 1 11x17 and 1 full size)
- Material and Color Samples
- Site plan (to scale) showing existing and proposed improvements. (copies: 11x17 and 1 full size)
- An electronic version (pdf) for all new projects, commercial projects and residential remodel projects valued at \$15,000 or more

## OWNER'S SIGNATURE

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CITY USE ONLY. DO NOT WRITE IN THIS BOX.

Date received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Application Number: \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

## DEADLINE AND HEARING SCHEDULE

The process for obtaining a COA from the ARB are as follows: 1) applications submitted on the 3rd Tuesday of each month 2) will be heard before the Architectural Review Board on the 3<sup>rd</sup> Tuesday of the following month.

- # 1: Submit on Tuesday, \_\_\_\_\_, and be heard before the ARB on Tuesday, \_\_\_\_\_.
  - # 2: Submit on Tuesday, \_\_\_\_\_, and be heard before the ARB on Tuesday, \_\_\_\_\_.
- (THE PROPERTY OWNER OR APPLICANT'S ATTENDANCE AT EACH PUBLIC HEARING IS STRONGLY ENCOURAGED)