



CITY OF SCOTTSVILLE

HISTORIC PRESERVATION COMMISSION

Certificate of Appropriateness (COA) Application Checklist

email: historicpreservation@cityofscottsville.org

webpage: <https://www.cityofscottsville.org/pages/historic-preservation-commission>

A COA is required for any change to the exterior of a building, any new construction (including accessory buildings, pergolas, patios, etc.) or any changes to the property site (landscaping, fence, driveway, parking lot).

Required For All Applications You Must have the Preservation Commission approval before the work can take place. We meet the 3rd Thursday of each month @ 6pm in the City Council room located in the City-County Building.

A completed application must include:

- COA application
- Clear color photographs of the building, object, site, and structure, showing current conditions
- Project narrative (summary of work)
- All required supporting documents

When the COA application and supporting documents are ready please email to historicpreservation@cityofscottsville.org

See <https://www.cityofscottsville.org/pages/historic-preservation-commission> more information.

Signs

- Color graphic/mock-up with dimensions
- Lettering sign board materials
- Sign post dimensions and materials
- Sign placement
- Mounting method
- Illumination

Awnings

- Type
- Materials
- Design
- Orientation and location of awning
- Size

Exterior Painting

- Paint samples
- Description of what is to be painted

Fence

- Scaled site plan showing proposed and existing fence location
- Design of fence
- Dimensions of fence
- Fence materials

*Vinyl fences and privacy fences in the front are not permitted.

Major Landscaping

- Scaled site plan showing location of plantings
- Notation showing tree/large shrubs are to be removed or planted
- Summary of reasoning for removing a mature canopy tree
- Landscaping plan

Patios, Walkways, Driveways

- Scaled site drawing showing location and remaining open space materials
- Drawing showing type, design and dimensions of driveway
- Materials

Lighting

- Type
- Materials
- Design
- Orientation and location of fixture
- Spec sheet

Construction Of Deck, Porch, Ramp, Pergola, Accessory Building, Exterior, Staircase

- Scaled site plan showing location, setbacks, and remaining open space materials
- Paint samples
- Scaled drawing with dimensions
- Materials
- Spec sheets

Replacement of Roof, Siding, Windows, Doors, Shutters, masonry

- Specify what will be replaced and their location on the building
- Specs sheets for all replacement materials
- Catalog/Company/Store sample for windows, shutters, doors showing dimensions, materials, etc.
- Paint samples

Conditional Use Permit

- Proposed use
- Is proposed use permitted?
- Zoning classification
- Scaled site plan
- On-site and street parking
- Signage

Parking Lot Where Applicable

- Scaled site plan showing dimensions and remaining open space
- Materials

Construction Of Building Addition Or Garage

- Scaled site plan showing lot dimensions, setbacks, location of proposed construction, and remaining open space scale
- Scaled elevation drawings of all sides
- Materials and colors (provide actual paint sample)
- Roof type, pitch, and material
- Construction details/Spec sheets for all doors and windows.
- Lighting plan
- Landscaping plan
- Photos of surrounding structures
- 3 copies of large-scale plans

Rehabilitation Of Exterior Of Building

- Itemized description for each separate alteration (masonry, paint, siding, shutters, trim, windows, repointing, etc.).
- Include colors, materials, spec sheets for windows, doors, shutters, etc

Guidelines We Follow

City Of Scottsville

<https://www.cityofscottsville.org/pages/historic-preservation-commission>

Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings

<https://www.nps.gov/crps/tps/rehab-guidelines/rehabilitation-guidelines-1997.pdf>