

<p>Certificate of Appropriateness (COA) Application City of Scottsville Historic Preservation Email: historicpreservation@cityofscottsville.org https://www.cityofscottsville.org/pages/historic-preservation-commission</p>	<p><i>For Office Use Only</i></p> <p>Application #: _____</p> <p>Date Filed: _____</p> <p>Meeting Date: _____</p>
<p><i>Please type or print (blue or black ink)</i> Application Date: _____</p>	

Instructions	Applicant Information		
<p>Provide the Applicants contact info. The Business/Property Owner must be the Applicant on the Certificate of Appropriateness application and must attend the HPC meeting.</p> <p>The Applicant may be accompanied by contractor, architect, design professional, etc. If the Applicant cannot attend the meeting, the Applicant shall provide written authorization identifying and authorizing a representative to act on his/her behalf.</p> <p>If the Applicant is not the property owner, provide the Owner's info. BUT THE OWNER MUST SIGN</p>	Applicant's Name: _____		
	Contact Person: _____		
	Mailing Address: _____		
	City: _____	State: _____	Zip: _____
	Phone: _____	Email: _____	
	Owner's Name: _____		
	Contact Person: _____		
	Mailing Address: _____		
	City: _____	State: _____	Zip: _____
	Phone: _____	Email: _____	
	Contractor/Representative: _____		
	Business Name: _____		
	Mailing Address: _____		
	City: _____	State: _____	Zip: _____
	Phone: _____	Email: _____	

Instructions:	Property Information		
<p>Identify property address.</p> <p>Specify project type and provide project description.</p> <p>Indicate the property's current zoning classification and proposed use.</p> <p>Indicate if the property requires a zone change, conditional use permit and/ or variance.</p>	Property Address: _____		
	Property type:	<input type="checkbox"/> Exterior structure alteration	<input type="checkbox"/> New construction or addition
		<input type="checkbox"/> Site alteration/improvement	<input type="checkbox"/> New construction
		<input type="checkbox"/> Demolition	<input type="checkbox"/> Signage
		<input type="checkbox"/> Other (specify below) _____	
	Property description: _____		
	<input type="checkbox"/> Zone Change If yes, indicate proposed zoning: _____		
	<input type="checkbox"/> Variance If yes, indicate variance type: _____		
	<input type="checkbox"/> Conditional Use: If yes, indicate CUP type: _____		

Required Supporting Documentation	
The Applicant must submit all application documentation listed below with the completed and signed application. Incomplete applications will not be considered by the Historical Review Board.	
<input type="checkbox"/>	1. Site plan (no larger than 24" x 36") showing the lot/tract, building locations, outdoor sales display or storage areas, trash collection areas, parking areas, driveways, loading/unloading areas, sidewalks, open-space and landscaped areas, lighting locations, sign locations, ground-mounted equipment areas, topography, drainage and floodplain areas, and any other pertinent design elements (if applicable).
<input type="checkbox"/>	2. Landscaping plan (no larger than 11: x 17") and listing of proposed plant type, number, and sizes at planting and maturity (if applicable).
<input type="checkbox"/>	3. Lighting plan (no larger than 11" x 17"), including lighting fixture specifications (if applicable).
<input type="checkbox"/>	4. Building elevations (no larger than 24" x 36") for all sides (if applicable).
<input type="checkbox"/>	5. Sample of building materials and colors (if applicable).
<input type="checkbox"/>	6. Photographs of site, adjoining properties, and similar building designs (if applicable).
<input type="checkbox"/>	7. Certificate of Appropriateness (COA) application and review fee.
Note: If full-size plans (larger than 11" x 17") are submitted, the Applicant must submit two (2) copies. If reduced-size plans (no larger than 11" x 17") are available, then the Applicant may submit only one (1) full-size copy and one (1) reduced size copy.	

Applicant & Owner Certification		
Please read carefully, initial, & sign below. I (We) do hereby certify that the information provided herein is both complete & accurate to the best of my knowledge, & I (we) understand that any inaccuracies may be considered just cause for invalidation of this application & any action taken on this application. I (we) further hereby certify that I (we) am (are) aware of the plans & supporting documentation submitted as part of the application & aware of the required design standards & review process set forth in Chapter 154 City of Scottsville Code of Ordinances & The Secretary of the Interior Standard for Rehabilitation. I (we) further hereby certify that I (we) agree that the filing of this application constitutes an agreement with all owners & other parties having an interest in the subject property, their heirs, successors, & assigns, to comply with any & all imposed conditions & requirements. (_____ Initial)		
I further acknowledge that my compliance with the terms of the Certificate of Appropriateness is subject to periodic inspections & I grant to the City of Scottsville or its agents the right to enter upon the property to which the COA pertains at reasonable times to perform one or more inspections of the property to assure compliance. (_____ Initial)		
____ Place a check mark here if additional pages attached		
Signatures of Applicant & Co-Applicant/Owner	Title:	Date:
Signature required below:		
For Office Use Only		
Date	Application	
Received:		
Administrative Review or HPC Meeting (Date):		
Signature required below:		

(eff. 1/22/ 2015)