

APPENDIX A

Application for a Certificate of Appropriateness

Guntersville Historic Preservation Commission

Adopted with the Bylaws after passage of Ordinance 982

9/10/09

Revised 8/22/17

Also Revised 9/26/17

Application #: _____

GUNTERSVILLE NORTHTOWN HISTORIC DISTRICT

APPLICATION

for

CERTIFICATE of APPROPRIATENESS (CoA)

(Referred to as Appendix A)

Preparing Your Application:

Please read the Application carefully to determine what may be necessary to describe your project. In addition to the written description, supporting information may include plot plans, photographs, drawings, or sample materials. Make sure your written description and supporting materials accurately illustrate your proposal. If the Commission cannot fully understand your proposed changes due to insufficient information, they cannot determine that the changes meet the guidelines. Submitting an incomplete Application of the deadline will result in an additional month’s delay before the Commission can issue a Certificate of Appropriateness. The Building Inspector’s staff is available to advise in the preparation of the Application. **Use dark ink only.** Use paper no larger than 11” by 17” for any required supporting information.

Filing your Application:

Mail the completed Application to: City of Guntersville Historic Preservation Commission, Attn: Building Inspector, 341 Gunter Ave., Guntersville, AL 35976. Submitted materials become the property of the Commission and will not be returned. Incomplete Applications will be returned to the applicant for revision. The staff will contact applicants after receiving an Application to discuss the next step of the review process.

- **Minor Work** Applications can be reviewed and approved by the staff and can be filed anytime.
- **Major Work** Applications require review by the Historic Preservation Commission and must be submitted no later than 5:00 p.m. on the application deadline (see attached schedule) in order to be heard at the next meeting.

Notification:

The staff can usually review **Minor Work** Applications within a few days of submittal.

If you are filing a **Major Work** Application, it would be advantageous for you to attend the meeting where your Application will be reviewed. If your Application is approved, then you must attain further necessary permits before you can begin your project.

Landmark name: _____ County Pin# (if known) _____

Street Address of Property: _____

Brief description of Project _____

Owner's Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Name of Applicant (if other than owner): _____

Mailing Address: _____

Phone: _____ Email: _____

Please read and sign below:

I understand that a Certificate of Appropriateness is required before work can begin. A Certificate of Appropriateness is required before any other necessary permits can be issued. I understand that work done without a Certificate of Appropriateness is a violation of the Historic Preservation ordinance and could result in punitive actions.

I understand that a **Major Work** Application must be returned by 5:00 P.M. to the Commission prior to the Application deadline for the next regularly scheduled meeting of the Historic Preservation Commission; otherwise, consideration may be deferred until the following meeting. Incomplete Applications will not be accepted.

Signature of Owner (required): _____ **Date:** _____

FOR OFFICE USE ONLY

Application Number: _____ **Circle one: Major Work or Minor Work**

Date Received: _____ **Received by:** _____

Upon being dated and signed below by the staff, this Application becomes the **Minor Work** Certificate of Appropriateness. It is valid for 180 days. Issuance of a **Minor Work** Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by municipal or county code or law. Minor Work projects *not* approved will be forwarded to the Historic Preservation Commission for review at its next meeting.

Minor Work Authorized signature:

Date:

Signature of Applicant: _____ **Date:** _____

Supporting Information:

Attach no larger than 11"x17" sheets with written descriptions and drawings, photographs, and other graphic information necessary TO COMPLETELY DESCRIBE THE PROJECT. Use the checklist below to be sure your Application is complete. Use "N/A" if the item is not applicable.

- **Written description:** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g., width of siding, window trim, etc.).
- **Note:** *All signage must be completely described. All signage must be approved by the Guntersville Historic Preservation Commission.*
- **Plot Plan.** A scaled plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls or other landscape work. Show accurate measurements. You may use a copy of the survey you received when you bought the property. Revise the copy as need to show existing conditions and your proposed work,
- **Description of materials.** Provide samples if appropriate.
- **Photograph of existing conditions.** Include as many views as necessary to clearly convey the parts of the property that will be affected by the proposed project. Photographs should be at least 4"x6" and labeled, giving the landmark name and the date the photograph was taken.
- **Drawings of proposed work.** These drawings might include plan drawings and elevation drawings showing the proposed work. 11"x17" reductions of full-size drawings are the largest acceptable size; however, one set of full size drawings may be included if available. Show dimensions on all drawings.
- **Notification.** Required for all **Major Work** Applications to be reviewed by the Commission. Please list below or attach a list of all properties within 100' of the landmark property.

Property Address	Marshall County Pin# (if known)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- **Estimated cost of project:** \$ _____

Decision of the Northtown Historic Preservation Commission

Application for Certificate of Appropriateness #2017-__

- **Approved**
- **Approved with Conditions**
- **Denied**

Application for CoA 2017-__ requests approval by _____ for _____ at _____.

Findings of Fact:

Decision:

This approval is valid for 180 days.

Jeffrey McLaughlin, Chair,
Historic Preservation Commission

Date: _____