



Historic
Preservation
Commission

Certificate of Appropriateness Application

(office use only)

Date Submitted: _____ Paid by: _____ COA# _____

Parcel Address: _____

Applicant: _____

Applicant Address (if different from above): _____

Applicant email (mandatory – used to send electronic approval certificates):

Owner (if different from above): _____

Owner Address (if different from above): _____

Proposed work* (include additional sheets as needed):

* Proposed work MUST include the following: existing conditions AKA what is to be repaired/replaced, the location of the work on the building/structure, exact materials used to repair/replace, and all other visual elements of the project. Include photos of existing conditions, replacement materials, and any applicable design documents.

Incomplete applications will not be reviewed.

By signing I acknowledge that this application is complete, and until I receive an approved COA and any other required permits, I may NOT proceed with the proposed work.

Applicant Signature: _____

Date: _____