

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

Building address \_\_\_\_\_

Owner of building \_\_\_\_\_ Phone \_\_\_\_\_

Owner's **email** & mailing address \_\_\_\_\_

Applicant \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's **email** & mailing address \_\_\_\_\_

*Street and Number*

*City*

*State*

*Zip Code*

**APPLICANT MUST ATTEND MEETING FOR CASE TO BE HEARD.**

**USE THE CHECKLIST ON THE BACK OF THIS APPLICATION TO ENSURE YOUR SUBMISSION IS COMPLETE.**

*Application form, photographs, and drawings must be submitted (see attached for deadline) prior to the regular scheduled meeting in order to be placed on the agenda for the next meeting.*

**1. PHOTOGRAPHS** - Photographs of your building and neighboring buildings **must accompany** your application.

**2. TYPE OF WORK PROPOSED** – Check all that apply. Please bring any samples or manufactures specifications for products you will use in this project.

\_\_\_ Trim and decorative woodwork

\_\_\_ Skylights

\_\_\_ Siding and Masonry

\_\_\_ Metal work

\_\_\_ Roofing, gutter and downspout

\_\_\_ Light fixtures

\_\_\_ Windows, doors, and associated hardware

\_\_\_ Signs

\_\_\_ Storm windows and storm doors

\_\_\_ Demolition

\_\_\_ Shutters and associated hardware

\_\_\_ Other \_\_\_\_\_

\_\_\_ Paint (Submit color chips – HARB only)

**3. DRAWINGS OF PROPOSED WORK** – Required drawings **must accompany** your application. Please submit **ONE ORIGINAL AND TEN (10) COPIES OF DRAWINGS, PHOTOGRAPHS, APPLICATION FORM, AND ANY SPECIFICATIONS**

\_\_\_ Alteration, renovation, restoration (1/4 or 1/8"=1'0" scale drawings required IF walls or openings altered.)

\_\_\_ New addition (1/4" or 1/8"=1'0" scale drawings: elevations, floor plans, site plan)

\_\_\_ New building or structure (1/4" or 1/8"=1'0" scale drawings: elevations, floor plans, site plan)

\_\_\_ Demolition, removal of building features or building (1/4" or 1/8"=1'0" scale drawings: elevation of remaining site and site plan)

\_\_\_ A scale drawing, with an elevation view, is required for all sign submittals

**4. DESCRIBE PROJECT** – Describe any work checked in #2 and #3 above. Attach additional sheets as needed.

**5. APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER'S SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**2024 PLANNING COMMISSION  
MEETING SECOND THURSDAY OF EACH MONTH AT 5 PM IN TOWN HALL**

<u>MEETING DATE</u>	<u>MEETING DATE</u>
January 11	July 11
February 8	August 15 (note change)
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12

**2024 ZONING HEARING BOARD  
MEETING FOURTH WEDNESDAY OF EACH MONTH AT 6 PM IN TOWN HALL**

<u>DEADLINE FOR SUBMISSION</u>	<u>MEETING DATE</u>
December 27	January 24
January 31	February 28
February 28	March 27
March 27	April 24
April 24	May 22
May 29	June 26
June 26	July 24
July 31	August 28
August 28	September 25
September 25	October 23
October 23	November 20 (note change)
November 20	December 18 (note change)

**2024 HISTORIC CONSERVATION COMMISSION  
MEETING THIRD MONDAY OF EACH MONTH AT 6 PM IN TOWN HALL**

<u>DEADLINE FOR SUBMISSION</u>	<u>MEETING DATE</u>
<b>For Demolition/New Construction*</b>	
December 22	December 29
January 29	February 5
February 16 (note change)	February 26
March 18	March 18
April 22	April 15
May 20	May 20
June 17	June 17
July 22	July 15
August 19	August 19
September 23	September 16
October 21	October 21
November 18	November 18
	December 16

**2024 HISTORICAL ARCHITECTURAL REVIEW BOARD  
MEETING FIRST WEDNESDAY OF EACH MONTH AT 5 PM IN TOWN HALL**

<u>DEADLINE FOR SUBMISSION</u>	<u>MEETING DATE</u>
<b>For Demolition/New Construction*</b>	
December 6	December 13
January 10	January 17
February 7	February 14
March 6	March 13
April 3	April 10
May 8	May 15
June 12	June 19
July 17	July 24
August 7	August 14
September 4	September 11
October 9	October 16
November 6	November 13
	January 3
	February 7
	March 6
	April 3
	May 1
	June 5
	July 10 (note change)
	August 14 (note change)
	September 4
	October 2
	November 13 (note change)
	December 4

**\*If the project includes demolition or new construction then the deadline for submission shall be 4 weeks and a meeting is required with City staff and the Historic Preservation Officer prior to submission.**