



APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS (COA)

(Aplikasyon pou yon sètifika adekwasyon (COA))

For Historically Designated Properties, or Properties within Historic Districts

(Pou Pwopriyete Istorikman Deziyen, oswa Pwopriyete ki nan Distri Istorik yo)

I. PROPERTY INFORMATION (ENFÒMASYON SOU PWOPRIYETE)

ADDRESS _____ **CITY** _____ **ZIP** _____
(Adrès) (Vil) (Zipkòd)

SITE DESIGNATION NAME (if applicable) _____
(Non deziyasyon sit (si sa aplikab))

DISTRICT NAME (if applicable) _____
(Non distri si sa aplikab)

FOLIO NUMBER _____
(Nimewo dosye)

II. APPLICANT INFORMATION (ENFÒMASYON SOU APLIKAN)

NAME OF OWNER _____ **PHONE** _____
(Non Pwopriyetè) (Telefòn)

ADDRESS _____ **EMAIL** _____
(Adrès) (Imel)

NAME OF APPLICANT (if other than owner) _____
(Non aplikan, si se pa pwopriyetè a)

CONTACT PHONE _____ **EMAIL** _____
(Telefòn) (Imel)

APPLICANT IS: **OWNER** **RENTER/LEASEE** **CONTRACTOR** **LEGAL AGENT**
(Aplikan an se) (Pwopriyetè) (Lokatè) (Kontraktè) (Ajan legal)

FOR OFFICE USE ONLY
Pou biwo a sèlman

APPLICATION# _____ **DATE RECEIVED** _____ **STAFF INITIALS** _____
("R" for Regular, "S" for Special, add "A" for COA amendment)

APPROVED _____ **APPROVAL DATE** _____

DENIED _____

APPROVED WITH CONDITIONS _____ **BOARD DATE** _____
(see attached conditions sheet)



III. PROJECT TYPE TIP PWOJÈ

PLEASE CHECK **ALL** THAT APPLY:

(Tanpri tcheke tout ki aplikab)

- | | |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> New Construction (<i>Nouvo konstriksyon</i>) | <input type="checkbox"/> Paint (<i>Penti</i>) |
| <input type="checkbox"/> Restoration/Rehabilitation (<i>Restorasyon/Reyabilitasyon</i>) | <input type="checkbox"/> Repairing Existing (<i>Reparasyon</i>) |
| <input type="checkbox"/> Relocation/Moving a Structure (<i>Demenajman/Deplasman</i>) | <input type="checkbox"/> Landscaping (<i>Amenajman Peyizaje</i>) |
| <input type="checkbox"/> Demolition (<i>Demolsyon</i>) | <input type="checkbox"/> Interior Work Only (<i>Travay Enteryè Sèlman</i>) |
| <input type="checkbox"/> Excavation/ Ground Disturbing Activities (<i>Ekskavasyon/Aktivite Enkyetan nan Sòl</i>) | <input type="checkbox"/> COA Amendment (<i>Amannman COA</i>) |

IV. PROJECT DESCRIPTION DESKRIPSYON PWOJÈ

Please describe in detail the proposed project, including any new construction, demolition, the removal or replacement of existing materials, and all other proposed changes to the current structure. Attach an additional sheet if necessary. Tanpri dekri an detay pwopozisyon pwojè a, gen ladan nenpòt nouvo konstriksyon, demolisyon, anlèvman oswa ranplasman materyèl ki egziste deja, ak tout lòt pwopozisyon chanjman nan estrikti aktyèl la. Atache yon fèy adisyonèl si sa nesèsè.

CHECK ANY STRUCTURAL SYSTEMS OR ELEMENTS THAT WILL BE AFFECTED BY THIS PROJECT:

Tcheke nenpòt sistèm oswa eleman estriktirèl ke pwojè sa a va afekte:

- | | | |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Roof (<i>Twati</i>) | <input type="checkbox"/> Foundation (<i>Fondasyon</i>) | <input type="checkbox"/> Steps or Stairways (<i>Mach oswa eskalye</i>) |
| <input type="checkbox"/> Windows (<i>Fenèt</i>) | <input type="checkbox"/> Porches or Porte Cochère (<i>Pòch es oswa Pòtay</i>) | <input type="checkbox"/> Painting/Finishes (<i>Penti/Finisyon</i>) |
| <input type="checkbox"/> Doors (<i>Pòt</i>) | <input type="checkbox"/> Siding/Stucco/Façade Work (<i>Revètman/randui/Travay fasad</i>) | <input type="checkbox"/> Walls/Structural (<i>Mi/Estrikti</i>) |

V. CHECKLIST OF REQUIRED ATTACHMENTS

LIS VERIFIKASYON PYÈS ATACHE OBLIGATWA

ALL APPLICATIONS MUST INCLUDE AT LEAST ONE COLOR PHOTO OF THE BUILDING
(Tout aplikasyon dwe gen omwen yon foto an koulè bilding lan)

PAINTING YOUR BUILDING (*Pentire bilding ou*)

- _____ Color photos of each side of the building to be painted.
(Foto an koulè chak bò bilding ki dwe pentire a).
- _____ Paint Samples of the colors you wish to use (please indicate trim, wall, and accent colors).
(Echantiyon koulè penti ou vle itilize yo (tanpri endike koulè baz, mi ak aksan koulè)).

FENCING, WALLS, NEW POOL, DRIVEWAYS, or LANDSCAPING

(KLOTI, MI, NOUVO PISIN, ANTRE LAKOU, oswa AMENAJMAN PEYIZAJE)

- _____ Site plan showing exact location(s) of fence, wall, pool, driveway, or proposed landscaping. *(Plan SIT ki montre anplasman egzak kloti, mi, pisin, antre lakou, oswa pwopozisyon amenajman peyizaje.)*
- _____ Elevation drawings of fence, including height dimensions and material. *(Desen elevasyon kloti, ki gen ladan dimansyon wotè ak materyèl).*
- _____ Color photographs of the proposed location for the fence, pool, driveway, or landscaping. *(Foto an koulè kote yo pwopoze pou kloti, pisin, antre lakou, oswa amenajman peyizaje).*
- _____ Description of landscaping, including type and placement (if applicable). *(Deskripsyon amenajman peyizaje, ki gen ladan tip ak plasman (si sa aplikab)).*

WINDOWS or DOORS (*FENÈT* oswa *PÒT*)

- _____ A color photograph of each side of the house. *(Yon foto an koulè chak bò kay la).*
- _____ Existing elevations, which show the window placement, configuration, and material. *(Elevasyon ki egziste deja, ki montre plasman fenèt la, konfigirasyon, ak materyèl).*
- _____ Proposed elevations, which show the new window placement, style of window, and material, and include all proposed muntins, if any. *(Pwopozisyon elevasyon ki montre plasman nouvo fenèt la, estil fenèt la, materyèl, epi ki gen ladan tout montan kwaze yo pwopoze yo, si genyen.)*
- _____ Manufacturer's brochure or a catalog picture of the requested window or door, and NOA. *(Bwochi manifakti a oswa yon foto katalog fenèt oswa pòt yo mande a, ak NOA)*

NEW ROOF *NOUVO TWATI*

- _____ Color photos of the front of the building and existing roof. *(Foto an koulè devan bilding lan ak twati ki egziste a).*
- _____ Manufacturer's brochure of requested roof showing color and material and NOA. *(Bwochi manifakti sou twati yo mande a ki montre koulè ak materyèl ak NOA)*

RENOVATIONS/ADDITIONS or NEW CONSTRUCTION (*RENOVASYON/ADISYON* oswa *NOUVO KONSTRIKSYON*)

- _____ Color photos of each side of the building. *(Foto an koulè chak bò bilding lan).*
- _____ Site plan. *(Plan sit).*
- _____ Landscape plan, including documentation of any proposed tree removal (if applicable). *(Plan amenajman peyizaje, ki gen ladan dokimantasyon sou nenpòt pyebwa yo pwopoze pou retire (si sa aplikab)).*



_____ Elevations of all affected facades showing Existing Conditions (11"x17" set of plans).
(Elevasyon tout fasad ki afekte yo ki montre Kondisyon aktyèl yo (seri plan 11"x17"))

_____ Elevations of all affected facades with Proposed Alterations or Additions (11"x17" set).
(Elevasyon tout fasad ki afekte yo avèk Chanjman oswa Adisyon yo Pwopoze yo (seri 11"x17"))

_____ Floor Plans. *(Plan planche a).*

_____ Manufacturer's brochure or catalog pictures of any new or replacement materials being used in project. *(Bwochi manifakti oswa foto katalòg nenpòt nouvo materyèl oswa materyèl ranplasman ke yo te itilize nan pwojè a).*

VI. OWNER ATTESTATION ATESTASYON PWOPRIYETÈ

I certify to the best of my knowledge that all the information provided within this application is correct and accurately portrays the proposed project. *(Mwen sètifye dapre konesans mwen ke tout enfòmasyon mwen bay nan aplikasyon sa a kòrèk epi yo montre pwopozisyon pwojè a avèk presizyon).*

Signature of Owner *(Siyati Pwopriyetè a)*

Date *(Dat)*

Signature of Applicant (if other than owner) *(Siyati aplikan an (si se pa pwopriyetè a))*

Date *(Dat)*