



## APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS (COA)

For Historically Designated Properties, or Properties within Historic Districts

### I. PROPERTY INFORMATION INFORMACIÓN DE LA PROPIEDAD

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_  
*(Dirección)* \_\_\_\_\_ *(Ciudad)* \_\_\_\_\_ *(Zip)* \_\_\_\_\_

**SITE DESIGNATION NAME (if applicable)** \_\_\_\_\_  
*(Nombre del Edificio)* \_\_\_\_\_

**DISTRICT NAME (if applicable)** \_\_\_\_\_  
*(Nombre del Distrito)* \_\_\_\_\_

**FOLIO NUMBER** \_\_\_\_\_  
*(Numero de Folio)* \_\_\_\_\_

### II. APPLICANT INFORMATION INFORMACIÓN DEL SOLICITANTE

**NAME OF OWNER** \_\_\_\_\_ **PHONE (teléfono)** \_\_\_\_\_  
*(Nombre de Dueño)* \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **EMAIL** \_\_\_\_\_  
*(Dirección)* \_\_\_\_\_ *(correo electrónico)* \_\_\_\_\_

**NAME OF APPLICANT (if other than owner)** \_\_\_\_\_  
*(Nombre del Solicitante)* \_\_\_\_\_

**CONTACT PHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_  
*(Teléfono)* \_\_\_\_\_ *(correo electrónico)* \_\_\_\_\_

**APPLICANT IS:**  **OWNER**  **RENTER/LEASEE**  **CONTRACTOR**  **LEGAL AGENT**  
*(Solicitante es:)* *(Dueño)* *(Inquilino)* *(Contratista)* *(Representante legal)*

**FOR OFFICE USE ONLY**  
*Solamente por uso de oficina*

**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** TIPO DE PROYECTO

**PLEASE CHECK ALL THAT APPLY:**  
*(Por favor marque todos que aplican)*

- |  |   |
|--|---|
| <input type="checkbox"/> <b>New Construction</b> <i>(construcción nueva)</i>                     | <input type="checkbox"/> <b>Paint</b> <i>(pintura)</i>                                |
| <input type="checkbox"/> <b>Restoration/Rehabilitation</b> <i>(restauración)</i>                 | <input type="checkbox"/> <b>Repairing Existing</b> <i>(reparación)</i>                |
| <input type="checkbox"/> <b>Relocation/Moving a Structure</b> <i>(traslado)</i>                  | <input type="checkbox"/> <b>Landscaping</b> <i>(areas verdes)</i>                     |
| <input type="checkbox"/> <b>Demolition</b> <i>(demolición)</i>                                   | <input type="checkbox"/> <b>Interior Work Only</b><br><i>(Únicamente el interior)</i> |
| <input type="checkbox"/> <b>Excavation/<br/>Ground Disturbing Activities</b> <i>(excavación)</i> | <input type="checkbox"/> <b>COA Amendment</b>   |

**IV. PROJECT DESCRIPTION** DESCRIPCIÓN DE PROYECTO

**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.**

*Por favor describa el proyecto en detalle. Adjuntar pagina adicional si es necesario. Por favor describir el proyecto en ingles.*

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

*Marque el sistema estructural o componente que sera afectado por este proyecto:*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> <b>Roof</b><br><i>(techo)</i>       | <input type="checkbox"/> <b>Foundation</b><br><i>(cimiento)</i>                               | <input type="checkbox"/> <b>Steps or Stairways</b><br><i>(escaleras)</i>        |
| <input type="checkbox"/> <b>Windows</b><br><i>(ventanas)</i> | <input type="checkbox"/> <b>Porches or Porte Cochère</b><br><i>(portal ó porche)</i>          | <input type="checkbox"/> <b>Painting/Finishes</b><br><i>(pintura/acabado)</i>   |
| <input type="checkbox"/> <b>Doors</b><br><i>(puertas)</i>    | <input type="checkbox"/> <b>Siding/Stucco/Façade Work</b><br><i>(entablado de exteriores)</i> | <input type="checkbox"/> <b>Walls/Structural</b><br><i>(pared ó estructura)</i> |



## V. CHECKLIST OF REQUIRED ATTACHMENTS

**ALL APPLICATIONS MUST INCLUDE AT LEAST ONE COLOR PHOTO OF THE BUILDING**

### PAINTING YOUR BUILDING

- Color photos of each side of the building to be painted
- Paint Samples of the colors you wish to use (please indicate trim, wall, and accent colors)

### FENCING, WALLS, NEW POOL, DRIVEWAYS, or LANDSCAPING

- Site plan showing exact location(s) of fence, wall, pool, driveway, or proposed landscaping
- Elevation drawings of fence, including height dimensions and material
- Color photographs of the proposed location for the fence, pool, driveway, or landscaping
- Description of landscaping, including type and placement (if applicable)

### WINDOWS or DOORS

- A color photograph of each side of the house
- Existing elevations, which show the window placement, configuration, and material.
- Proposed elevations, which show the new window placement, style of window, and material, and include all proposed muntins, if any
- Manufacturer’s brochure or a catalog picture of the requested window or door, and NOA

### NEW ROOF

- Color photos of the front of the building and existing roof
- Manufacturer’s brochure of requested roof showing color and material and NOA

### RENOVATIONS/ADDITIONS or NEW CONSTRUCTION

- Color photos of each side of the building
- Site plan
- Landscape plan, including documentation of any proposed tree removal (if applicable)
- Elevations of all affected facades showing Existing Conditions (11”x17” set of plans)
- Elevations of all affected facades with Proposed Alterations or Additions (11”x17” set)
- Floor Plans
- Manufacturer’s brochure or catalog pictures of any new or replacement materials being used in project

## VI. OWNER ATTESTATION

I certify to the best of my knowledge that all the information provided within this application is correct and accurately portrays the proposed project.

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Signature of Owner ( Firma del Dueño) Date (Fecha)

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Signature of Applicant (if other than owner) (Firma del Solicitante) Date (Fecha)