

CHECKLIST FOR HISTORIC (HPC) REVIEW

General Requirements for Certificates of Appropriateness for Demolition, Alteration, or New Construction

- Proposed use, indicating how current conditions will change.
- Proposed layout of buildings (existing and proposed) as well as other site improvements, drawn to scale.
- A completed application form.
- Drawings of any material change anticipated in the light fixtures, sidewalks, fences, steps, paving, building exteriors or other exterior elements.
- Current photograph of the property and adjacent properties.
- Historical photographs, if available.
- Elevation drawings of the proposed changes, if applicable.
- Samples of materials to be used.
- If the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination (if any), and a plan showing the sign's location on the property.
- Any other information which the Historic Preservation Officer or City staff may deem necessary in order to visualize the proposed work.

I certify that all items above have been provided. I understand that not providing all of this information may result in an incomplete application and delay the consideration of my project for approval.

Applicant

Date