

HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD

SUBMITTAL REQUIREMENTS FOR SPECIAL CERTIFICATES OF APPROPRIATENESS NEW CONSTRUCTION AND ALTERATIONS

When submitting an application for a Certificate of Appropriateness for review by the Historic and Environmental Preservation Board, please provide 14 total packets that contain the application and all of the required exhibits. EACH packet must contain all of the following items, unless otherwise noted or exempted by Staff as not applicable:

- A completed copy of the application for a Certificate of Appropriateness, including a written description of the project and the signature of the owner and applicant.
- Current color photographs of the property that clearly show all sides of the building and its setting. Copies of digital photographs are acceptable.
- A copy of a recent survey (within 5 years), if any site work, additions or new construction is proposed.
- A site plan indicating all existing and proposed buildings and site improvements (pools, fences, additions, etc).
- Elevation drawings of all affected sides of the building visible from the street. Include both existing elevations and elevations that show all proposed changes. For work affecting windows, be certain to draw window configurations exactly as they will appear, including all muntins (window pane dividers).
- For new construction, a site plan, all elevations, floor plans and a landscape plan. Also provide a context map/plan that shows the proposed building and all neighboring buildings and properties, including property lines and building footprints. Provide photographs of neighboring buildings and key them to the context map. Elevations that include the proposed building and the buildings on either side are also desirable.
- Samples of proposed materials, as applicable (paint color samples, awning fabric, manufacturer's catalog data showing roofing materials, paving materials, etc.)
- Other materials as appropriate and/or requested.

Plans no larger than 11"x17" are preferred when this size provides sufficient detail.

The submitted materials are intended to give the Board members an accurate picture of the proposed project. Please submit any additional materials which will aid the Board in understanding the impact that the proposed work will have on the existing property. If you are unclear about any submittal requirements, please call Providencia Velazquez at (305) 416-1459.