



# CERTIFICATE OF APPROPRIATENESS

## What is a Certificate of Appropriateness (COA)?

An authorization, issued by the HCLC or when administratively authorized, the Historic Preservation Officer (HPO), permitting the alteration, addition, demolition, or new construction that affects a historic property or historic district.

### EXTERIOR CHANGES BEING PROPOSED

### BASIC INFORMATION REQUIRED\*

<b>Replacing historic materials</b> <input type="checkbox"/>	a <input type="checkbox"/> with same material	→ A <b>Condition Assessment</b> with photographs to clearly explain the existing condition of the material that is proposed to be removed
	b <input type="checkbox"/> with different material	→ A <b>Condition Assessment</b> with detailed photographs to clearly explain the existing condition of the material proposed to be removed; photographs of existing materials and samples or accurate photographs/dimensions of materials being proposed

**Condition Assessment** — Is a summary description of the structure's existing condition combined with a detailed description of individual exterior material components including the foundation, siding, masonry, windows, doors, porches, trim, cornice, roof, etc. and an evaluation of the type of work that would be necessary to repair/correct deteriorated conditions.

<b>Removing non-historic material</b> (including previous additions) <input type="checkbox"/>	a <input type="checkbox"/> from historic structure	→ Photographs <u>plus</u> a <b>Temporary Protection Plan</b> describing how adjacent or nearby historic material will be protected during the proposed work
	b <input type="checkbox"/> non-historic structure	→ Photographs of non-historic material

**Temporary Protection Plan**—is a description of potential risks to a historic property that could result from undertaking the proposed work with a plan or explanation as to how those risks will be avoided or mitigated

<b>Alteration(s)</b> (to porches, walls, roofs, doors, windows, etc.) <input type="checkbox"/>	→ Detailed photographs and accurate drawings to scale, showing the property as it exists today as well as what the property would look like with the proposed alteration(s). Drawings (site plan, elevations, plans (including roof plan) and details need to show the proposed work in relation to the structure that is proposed to be altered; material samples/dimensions may be required
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<b>Addition(s)</b> <input type="checkbox"/>	→ Dimensioned site plan, floor plan(s), elevations with materials noted (all elevations and plans to be shown in relation to any structures on the site), sections, details, renderings or three-dimensional illustrations; existing structure receiving the addition must be shown in full, accurately and to scale; existing grade to roof eave/ridge heights may be required to be shown
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<b>Restoration/Reconstruction</b> <input type="checkbox"/>	→ Dimensioned site plan, floor plan(s), and elevations with materials noted (all elevations and plans to be shown in relation to any structures on the site), sections, details, renderings or 3D illustrations of the existing structure <u>plus</u> <b>historic photographs or archival drawings</b> that show the appearance of the property at an earlier period (evidence that informs the proposed work)
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<b>Relocation</b> <input type="checkbox"/>	a <input type="checkbox"/> of a historic structure	→ Information that the property is in eminent danger and that relocation is the only means of saving it. An assessment of the significance and integrity of the property may be required along with a Site Plan of the existing/proposed site; a streetscape elevation may be required showing the context of the relocated structure
	b <input type="checkbox"/> non-historic structure	→ Site Plan of the existing/proposed site along with photographs of the existing structure and the two sites; a streetscape elevation may be required showing the relationship of the relocated structure to adjacent/nearby structures

\*Information requirements may vary from one property to another and depending on the scope and nature of work being proposed. The Historic Preservation Officer may require additional information to fully assess an application.

**EXTERIOR CHANGES BEING PROPOSED**

**BASIC INFORMATION REQUIRED\***

**Waiver from Design Standards and Guidelines**

for HC/HSE structures only → Two independent cost estimates for the work that needs to be done to be compliant with the Standards and Guidelines (provide samples, shop drawings, detail specifications, photographs, etc.)

**Demolition**

- a  of a DD structure → General and detailed photographs of the existing structure; assessment of significance and condition to inform the exploration of alternatives; site plan
- b  of HC/HSE structure → An assessment of the significance and integrity of the property; information that shows consideration of alternatives; proof of economic hardship; site plan; Salvage Plan and Documentation of the existing structure
- c  non-historic structure → General photographs of the structure and a site plan confirming the location of the structure

**Salvage Plan** — is an illustrated description of sound/repairable historic fabric or features that will be removed/disassembled, temporarily stored, and retained for reuse. A Salvage Plan will describe the procedures necessary for the rescue of materials prior to any demolition or alteration of a designated property so that the materials will be safeguarded from damage or loss.

**New Construction**

→ Dimensioned site plan, floor plan(s), elevations with materials noted (all elevations and plans to be shown in relation to any structures on the site), sections, details, a streetscape elevation may be required showing the relationship of the new construction to adjacent/nearby structures; renderings or 3D illustrations

**Other Proposed Changes Not Identified Above**

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**DESCRIPTION OF PROPOSED WORK**

Please describe in detail, the work that you intend to complete. If necessary, continue on a separate sheet and attach to your application. If you are submitting plans that include a description of the proposed work, skip this section.

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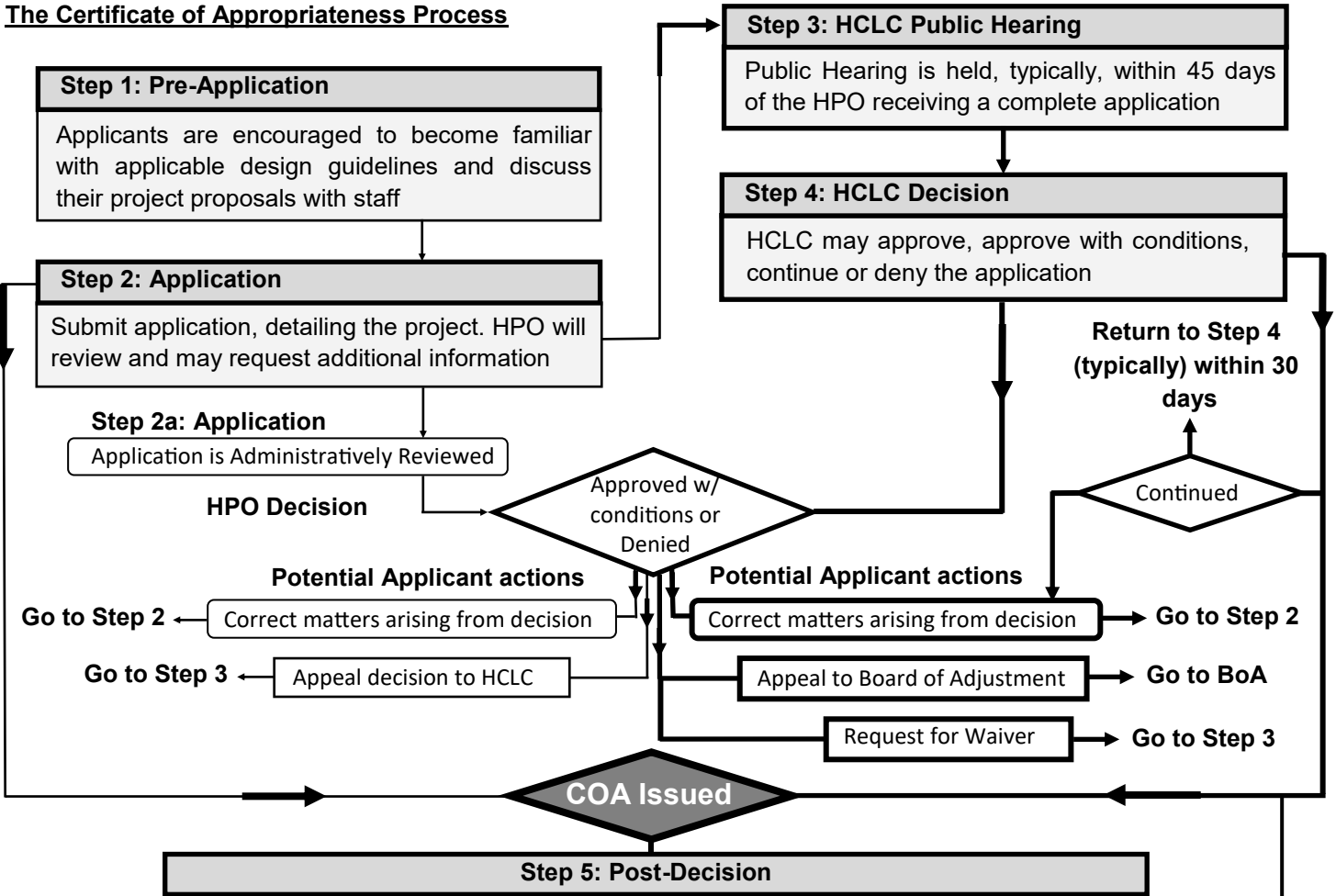
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# CERTIFICATE OF APPROPRIATENESS (HC/HSE-designated properties)

## What is a Certificate of Appropriateness (COA)?

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## The Certificate of Appropriateness Process



# CERTIFICATE OF APPROPRIATENESS (DD-designated properties)

