



Historic  
Preservation  
Commission

## Certificate of Appropriateness Application

Date Submitted: \_\_\_\_\_ *(office use only)* Paid by: \_\_\_\_\_ COA# \_\_\_\_\_

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Parcel Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant address (if different from above): \_\_\_\_\_

Applicant phone number: \_\_\_\_\_

Applicant email (mandatory — used to send electronic approval certificates):  
\_\_\_\_\_

Owner (if different from above): \_\_\_\_\_

Owner address (if different from above): \_\_\_\_\_

Owner Signature: \_\_\_\_\_ (required for consideration)

Date: \_\_\_\_\_

Proposed work\* (include additional sheets as needed):

\* Proposed work MUST include the following: existing conditions AKA what is to be repaired/replaced, the location of the work on the building/structure, exact materials used to repair/replace, and all other visual elements of the project. Include photos of existing conditions, replacement materials, and any applicable design documents.

*Incomplete applications will not be reviewed.*

By signing I acknowledge that this application is complete, and until I receive an approved COA and any other required permits, I may NOT proceed with the proposed work.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_