



Documents Required for the Application for a Certificate of Appropriateness

Please take care to ensure that all information is provided as required. The city will not accept incomplete applications.

_____ Application

_____ Site Plan/Survey

_____ Proof of Ownership or Letter of Authorization

_____ Drawings/Photographs of Proposed Changes

_____ Photographs of the Area for the Improvement

_____ List of Proposed Materials

_____ List of Adjacent Land Owners

_____ Letters of Approval for Former Certificates of Appropriateness

_____ Other Attachments _____



Certificate of Appropriateness Application

Section A Applicant Information

Applicant Name _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone Number _____

Email Address _____

Section B Property Information

Property Address _____

Tax Parcel # _____

Year Built _____ Flood Zone Designation _____

Historic Designation Contributing Non-Contributing
 Non-Historic Intrusive
 Vacant Lot

Proposed Work New Construction New Signage
Check all that apply Demolition Parking Lot, Driveway, or Walkway
 Relocation Outbuilding or Accessory Structure
 Excavation Lighting Fixtures
 Fencing or Landscaping Other

Reconstruction or alteration of the size, shape, or façade of an existing structure

A change in the location or extent of signage

The application of siding, or other exterior features to an existing structure that are visually different from the type presently in use.

Removal of a healthy tree 10+ inches in diameter measured 24 inches above the ground

Removal of unhealthy trees must be approved by the St Marys Tree Board

Please describe your proposed work as simply and accurately as possible. Be sure to indicate materials to be used, it is recommended you provide material samples. Accurate to-scale drawings and photographs are required and must be attached. A location map is required, and site plan/survey may be required by staff.



IMPORTANT: This form must be completed before the St. Marys Historic Preservation Commission can consider approval of any change affecting the appearance of any building or property within the Historic District. This form, along with supporting documents, must be filed with the Community Development Department, 418 Osborne Street, at least 21 days prior to the regularly scheduled commission meeting. The Historic Preservation Commission meets the fourth Tuesday of each month at 5:30 PM in Council Chambers, City Hall, unless otherwise advertised.

CERTIFICATE OF APPROPRIATENESS: All work is required to adhere to the requirements as stated on the approved COA, any work initiated without a COA or outside the approved COA will be halted by a stop work order. A COA shall become void unless construction is commenced within six months of the date of issuance. One six-month extension may be considered by the commission when a delay has occurred. COAs are issued for a period signing here the Applicant acknowledges they have read, understand, and will comply with these requirements:

All applicable items from the attached checklist must be addressed, the Community Development Department or Historic Preservation Commission may require additional information beyond what is indicated on the checklist. Incomplete applications will not be accepted or considered by the commission. It is recommended you meet with a staff member prior to submitting your application. Projects cannot begin until a COA has been approved and all appropriate permits (building, sign, etc) have been obtained. Please note that it is the owner/agent's responsibility to notify staff of any potential changes from the approved COA which arise during construction. If diversions from the approved COA are planned, the owner/agent must obtain board or staff approval prior to initiating changes.

By signing this application below, I acknowledge that I have thoroughly read and understand the requirements of the COA and agree to execute the proposed work as approved by the commission. I further acknowledge the COA will become void if work is not begun within the required time.

Signature

Date

Certificate of Appropriateness Disposition

Approved Denied

For the following action(s)

Located at _____

With the following conditions

Signature

Date