**Application for a Certificate of Appropriateness (COA)**

to the City of Monticello Historic Preservation Commission

for a proposed change to a property with a local historic district

**PROPERTY INFORMATION**

Property Address:

Property Owner:

***NOTE***: If the applicant is not the owner, the applicant must provide written permission from the owner and owner’s contact information.

**APPLICANT INFORMATION**

Applicant Name: Telephone:

Mailing Address:

Email Address:

***BE SURE TO COMPLETE THE BACK OF THE FORM AS WELL!!!!***

Type of project (check all that apply):

**PROJECT INFORMATION**

# Construction

New building Addition to building Minor exterior change

Major building restoration, rehabilitation, or remodeling

# Site changes

Parking area(s), driveway(s), or walkway(s)

Fence(s) or wall(s) Sign(s) Mechanical system(s)

Non-temporary site feature(s): (e.g. satellite dishes, pools, lighting, arbors, gazebos, etc.)

# Demolition or Relocation

Primary building Outbuilding Site feature

|  |  |  |
| --- | --- | --- |
| **PLEASE NOTE**Application requirements:***Applications must include support materials noted in the HPC Bylaws. Incomplete applications will not be reviewed.***Application Deadline:***Applications are due at City Hall ten (10) days prior to a regular HPC meeting. The HPC meets the third Tuesday of each month at 6:00 p.m. in City Hall.***Application Representation:***Applicants or a representative must attend to answer questions which may arise and if unanswered could result in denial of the application.*** | **OFFICE ONLY** |  |
| Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ $25 Application fee received by:  |

**IMPORTANT NOTE: Work must be completed as presented and approved.**

If modifications or amendments become necessary, such changes must be presented to and approved by the Historic Preservation Commission prior to beginning work on any aspect of said modification or amendment. I agree to resubmit a modified COA should any modification or amendments occur from the original COA and I understand that failure to not provide this updated COA and/or to report modifications or amendments to the HPC could result in revocation of the original COA pending HPC verdict.

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

**DESIGN GUIDELINES & BYLAWS**

The HPC uses the *Secretary of the Interior's Standards* and the *Monticello Design Guidelines* to make informed decisions. Copies of the *Design Guidelines* are available free of charge at City Hall or on the web at [www.monticelloga.org.](http://www.monticelloga.org/) Copies of the Monticello Historic Preservation Commission Bylaws are available free of charge at City Hall. I confirm that I have read and understand the requirements of the Design Guidelines and the Monticello Historic Preservation Commission Bylaws and will abide by them along with submitting accurate and the necessary information.

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

# PROJECT DESCRIPTION

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# REQUEST FOR PHOTOGRAPHS

As part of this application, I request photographs pertinent to this project be taken of my property. I hereby grant access to the City of Monticello Historic Preservation Commission staff to my property (exterior only) to take these photographs.

Signature: Date: