



# 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 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: \_\_\_\_\_

## PROJECT INFORMATION

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

Type of project (check all that apply):

### 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 on the reverse to be considered complete. ***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 Thursday of each month at 6:30 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:

\$5 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.

**REQUIRED MATERIALS**

The following materials are required for a complete application. Incomplete applications will NOT be reviewed. Photographs will be taken by HPC staff at the applicant's request (see below).

**New Buildings and Additions**

- description of project
- site plan
- architectural elevations
- floor plan
- description of materials
- photographs of proposed site

**Major Restoration, Rehabilitation, or Remodeling**

- architectural elevations or sketches
- description of project
- description of materials
- photographs of existing building

**Minor Exterior Changes**

- description of project
- description of materials
- photographs of existing building

**Site changes: parking, drives, and walks**

- site plan or sketch of site
- description of materials
- photographs of site

**Site changes: fences, walls, and other site features**

- site plan or sketch of site
- architectural elevations or sketches
- description of materials
- photographs of site

**Site changes: signs**

- architectural elevation or sketch (for signs located on the building)
- site plan or sketch of site (for free standing signs)
- description of materials and illumination

**DESIGN GUIDELINES**

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.monticello.org](http://www.monticello.org).

**PROJECT AND MATERIALS DESCRIPTION**

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(add additional sheets as necessary)

**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: \_\_\_\_\_