



City of Anniston  
Historic Preservation Commission  
Certificate of Appropriateness Instructions

## What is a Certificate of Appropriateness?

A Certificate of Appropriateness is a document used by the local Historic Preservation Commission to review all significant exterior modifications visible from a paved public street within a locally designated historic district to determine whether or not these proposed changes will be compatible with the surrounding area.

Before any exterior alteration, demolition or construction can occur within a locally designated historic district a Certificate of Appropriateness must be obtained from the Anniston Historic Preservation Commission.

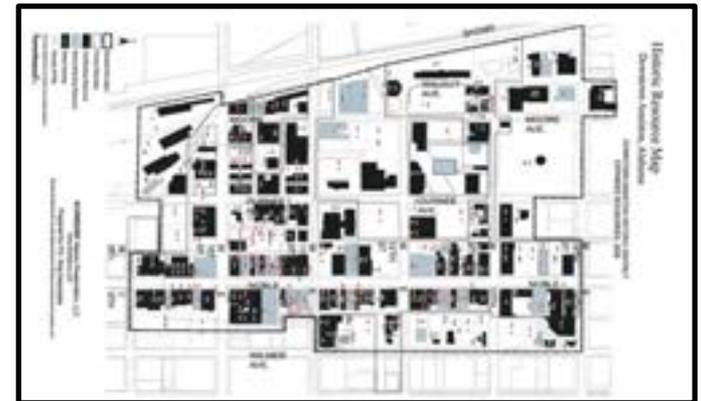
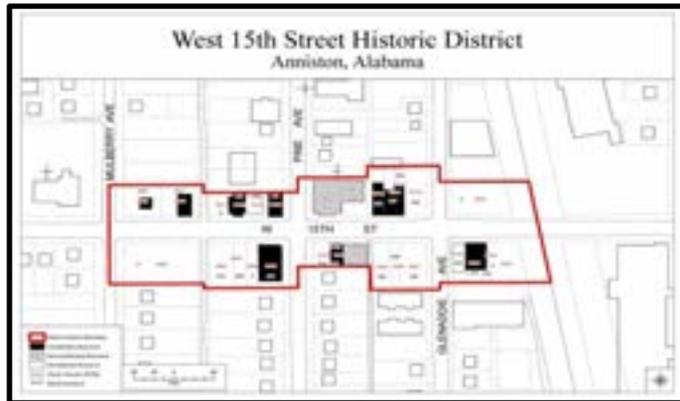
## When is a Certificate of Appropriateness needed?

- Addition, alteration, rehabilitation, and/or restoration of any landmark, protected landmark, structure in a historic district or object that is part of an archaeological site
- New construction in a historic district
- Relocation of a landmark, protected landmark, structure within or into a historic district or a building, structure or object in an archaeological site
- Demolition of a landmark, protected landmark, contributing structure in a historic district or a building
- Addition or alteration of any signage within a historic district

# ANNISTON'S DESIGNATED HISTORIC DISTRICTS

As of 2015, Anniston has three locally designated historic districts:

- West 15<sup>th</sup> Street Historic District
- Downtown Historic District
- Tyler Hill Historic District



## **What if I work without a Certificate of Appropriateness?**

Work completed without an approved Certificate of Appropriateness is subject to possible fines, removal and restoration of the building, site, monument or structure to its appearance prior to the violation.

The City of Anniston will issue a Stop Work Order for any project that is not in compliance with the approved Certificate of Appropriateness.

## What are the City of Anniston's design guidelines?

There are no general design guidelines established for the City of Anniston historic districts at this time. However, some historic districts have design guidelines available as a tool to help homeowners and developers with their projects. The National Park Service offers various publications to assist with needs in preservation, rehabilitation, restoration and reconstruction.

Currently, the City of Anniston uses the United States Secretary of Interior Standards as a general guide for approving Certificates of Appropriateness.

**The Caldwell Building, 1001 Noble Street**



## How much is a Certificate of Appropriateness?

There is no fee to submit a Certificate of Appropriateness. In addition, there is no fee to provide public notice.

# APPLICATION PROCESS

A complete application for a Certificate of Appropriateness must be submitted at least 15 days prior to the date of the next Anniston Historic Preservation Commission meeting to allow time for staff to review the proposal, provide feedback and give public notice for the AHPC hearing agenda.

Application materials must be submitted to the AHPC staff in the Planning and Development Services Department via:

1. E-mail- attach digital format documentation (preferred) OR
2. In Person- digital format on disc (preferred) or hard copy at 1128 Gurnee Avenue, Anniston, Alabama

The Noble Theater, 928 Noble Street  
Opened in 1883 as Anniston's premier Opera House



# APPLICATION PROCESS

Please include the following materials with your application:

1. Completed application with current contact information
2. Written description detailing work to be completed
3. Current photos of property and proposed changes
4. Drawings or plans of proposed changes (including signage and/or logos)
5. Paint swatches or paint color numbers (if painting)

\*Some properties may require a copy of a deed restriction showing approval of neighborhood or civil association.

## APPLICATION PROCESS

Certificate of Appropriateness applications are due 15 calendar days in advance of the meeting date by 12:00 PM (noon) on the deadline date. *All applications must be submitted to the Planning Secretary, Neeli Faulkner.*

Application deadlines are firm. All materials must be submitted by the deadline to be considered at the AHPC meeting. Designs must be final at the time of the application; revisions will not be accepted after the deadline.

The AHPC will not accept new material or designs at the AHPC meeting. Deferral until the following month's meeting may be necessary in such cases to allow for adequate review by staff and commissioners.

Please contact the AHPC staff with any questions concerning your COA application well in advance of the application deadline and ,if necessary, make an appointment to meet with a staff member in person for project consultation.

# APPLICATION REVIEW AND DECISION

The Anniston Historic Preservation Commission typically meets on the third Thursday of each month at 9:00 AM in the Former Council Chambers of Anniston City Hall located at 1128 Gurnee Avenue in Anniston, Alabama. **Meeting dates are subject to change.**

An applicant or representative of the applicant must be present at the meeting in order for the COA application to be reviewed.

Upon review at the meeting, the AHPC will make the following action:

1. Approve the application as submitted
2. Approve the application with modifications
3. Deny the application
4. Table the application

The applicant will be informed of the decision at the meeting.

Noble Street, Circa 1940's  
Home to Anniston's fine merchants and retailers



## APPLICATION REVIEW AND DECISION

If the application is approved as submitted or approved with modifications:

The applicant must obtain a Building Permit Application from the Planning and Development Services Department before beginning any work.

If the application is denied:

The applicant must submit a new application with a modified design. No work can be completed at this point.

If the application is tabled:

The application is put “on hold” until the following meeting.

## Have questions?

If you have questions regarding the Anniston Historic Preservation Commission or a Certificate of Appropriateness, please contact the Planning Secretary, Neeli Faulkner or Planning Director, Toby Bennington.

Anniston City Hall  
1128 Gurnee Avenue  
Anniston, AL 36201

Phone: (256) 231-7720 Option 1

Fax: (256) 241-0245

Email: [planning@anniston.al.gov](mailto:planning@anniston.al.gov)

# A Look Back at Anniston...



Nininger-Knox-Stewart House, 325 E 6<sup>th</sup> Street  
Tyler Hill Historic District

Miracle Revival Temple, 511 W 15<sup>th</sup> Street  
West 15<sup>th</sup> Street Historic District



Intersection of 13<sup>th</sup> Street and Noble Street, Circa 1940's  
A Public Works employee repairs a street lamp



United State Post Office, 1129 Noble Street  
Pictured here November 1935

The Alabama Hotel, September 1944  
The beautiful and ornate hotel was destroyed by fire

