



# Anniston Historic Preservation Commission

## CERTIFICATE OF APPROPRIATENESS APPLICATION PART I- GENERAL INFORMATION

Complete all sections and attach all necessary documentation as an incomplete application may cause delays in processing.

### OWNER

Name		
Company		
Mailing Address		
City	State	ZIP
Phone		
Email		
Signature	Date	

### APPLICANT (if other than owner)

Name		
Company		
Mailing Address		
City	State	ZIP
Phone		
Email		
Signature	Date	

### SITE

Address	City	State
ZIP		
Historic District		

### PROPOSED ACTION (refer to definitions on next page)

- Addition, Alteration, Rehabilitation, and/or Restoration
- Relocation

- Mandatory Repair by order or citation
- New Construction in a historic district
- Demolition
- Other

### ATTACHED DOCUMENTATION

- Written description** detailing existing site conditions including lot size, structures on lot, area of structures in square feet, setbacks, driveways, and other unique conditions, AND detailed description of the proposed activity; refer to checklist for details
- Current Photographs** showing the overall structure for each elevation visible from a public right-of-way
- Renderings** illustrating existing conditions and proposed activity; refer to checklist for project-specific rendering requirements
- Deed Restriction** compliance of proposed activity and approval of neighborhood or civil association, if applicable
- Application Checklist** for each proposed action checked above and all applicable documentation listed within checklist



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Please complete all applicable items and submit with the COA application; digital application documents preferred. An incomplete application may cause delays in processing or may be deferred to the next agenda.

**ACTION TYPE AND SUBTYPES:** (select all that apply)

**Alteration, Rehabilitation or Restoration**

**Foundation**

- Leveling or height alterations
- Foundation material or foundation cladding
- Type alteration; i.e. slab on grade, pier on beam

**Walls**

- Cladding: i.e. siding, shingles, brick, paneling, stucco
- Windows: i.e. location, size, type, material, quantity
- Doors: i.e. location, size, type, material, quantity

**Addition**

**Side Addition**

- Addition to a single side of structure

**Rear Addition**

- Addition to rear of same width/height of existing structure
- Addition to rear taller and/or wider than existing structure

**Additional Story/Level/Height**

Commercial storefront system

### **Roof**

Shape: i.e. form, pitch, type

Wall junction: i.e. eaves, soffit, brackets, overhang

Projections: i.e. chimneys, towers, dormers

Equipment: i.e. antennas, solar panels

### **Architectural Elements**

Awnings or canopies

Porch or balcony

Columns or visible structural members

Commercial signage

Other architectural element alterations

**Other**

1 additional level/story to existing

2+ additional levels/stories to existing

Other addition increasing height of existing

### **Porch/Balcony**

Addition of a porch/balcony at the front of the structure

Addition of a porch/balcony at a side of the structure

Addition of a porch/balcony at the rear of the structure

**New Construction**

- Residential Structure
- Detached Garage or Carport
- Commercial Structure
- Other

**Relocation**

- Relocation of a Landmark, Protected Landmark, or Contributing Structure

- Relocation of a Noncontributing structure within/into a Historic District
- Relocation of a Building, Structure or Object in an Archaeological Site

**Demolition**

- Unreasonable Economic Hardship
- Unusual or Compelling Circumstance
- Other

**DOCUMENTATION NEEDED:** (select all that apply)

**Photographs** (label each photo with a description and location)

- Elevations** of front (street) facing façade and all sides of the structure visually affected by the proposed addition or alteration
- Detail Photos of Exterior Elements** subject to proposal illustrating current pertinent conditions; i.e. damaged beyond repair materials, architectural elements to be altered or replicated, areas to be altered or removed
- Current Condition Photo(s)** of property from front (street) facing façade and side façade if on a corner lot
- Proposed Site Photos** illustrating current conditions and located of the proposed relocation site
- Public Notification Sign:** Photo of the sign(s) at the site upon installation per relocation or demolition requirements

**Renderings** (accurately scaled and dimensioned)

- Current Site Plan** of the property containing the subject of the proposal, indicate area of proposed work; include dimensions for all setbacks from property line, easements, secondary structures, and any other pertinent existing site conditions
- Proposed Site Plan** for additions, removals or proposals altering site configurations; for additions clearly indicated the location, size and footprint of the addition; include dimensions locating alteration in respect to the existing structure; i.e. dimension from front wall to beginning of a rear addition

**Architectural Plans and Elevations** of the proposed alterations and/or additions, including:

- Floor Plans** of existing and proposed if adding to the existing building footprint
- Roof Plans** of existing and proposed if adding to or altering the existing roof shape, form, pitch or size
- Demolition Plan** if any existing exterior features are proposed to be removed from the existing structure

**Elevations** of existing and proposed of all sides of the structure that the proposed addition or alteration is visible

**Window and Door Schedule** specifying types, sizes, material and note or key for locations on floor plans and elevations

**Written Descriptions** (include the following items, use the area below and/or attach additional pages)



CERTIFICATE OF APPROPRIATENESS APPLICATION  
PART III- SUBMISSION INSTRUCTIONS



# Anniston Historic Preservation Commission

A complete application for a Certificate of Appropriateness must be submitted at least 15 days prior to the date of the next AHPC meeting to allow time for staff to review the proposal, provide feedback, and give public notice of the AHPC hearing agenda. Application materials may be submitted to the Historic Preservation Commission Administrative Staff in the Planning and Development Services Department via:

1. Email: Attach digital format documentation (preferred) to [planning@anniston.al.gov](mailto:planning@anniston.al.gov)
2. In Person: Digital format on disc (preferred) or hard copy at 1128 Gurnee Avenue, Anniston, AL 36201
3. Meetings take place inside **City Hall at the City Hall Conference Room.**

## CONTACT INFORMATION

Please contact the Historic Preservation Commission Administrative Staff with any questions concerning your COA application well in advance of the COA application deadline (see schedule below) and, if necessary, make an appointment to meet with a staff member in person for project consultation.

**JENNIE EMERSON, ADMINISTRATIVE ASSISTANT**

**(256) 231-7720 OPTION 1**

**2018 MEETING SCHEDULE**

- COA applications are due 15 calendar days in advance of the meeting date by 12:00 PM on the deadline date.
- All applications must be submitted to the Administrative Assistant, Jennie Emerson.
- Application deadlines are firm. All materials must be submitted by the deadline to be considered at the following AHPC meeting. Designs must be final at the time of application; revisions will not be accepted after the deadline.
- AHPC will not accept new material or redesigns presented 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.

**\*Meeting times are held at 8:30AM. Meeting dates are subject to change.**

**\*Later deadline can be approved by Planning Director or Chairman. The December Meeting will be an on call meeting if necessary.**

Meeting Date	Dates are subject to change	Application Deadline
January 18, 2018		January 5, 2018
February 15, 2018		February 1, 2018
March 15, 2018		March 1, 2018
April 19, 2018		April 5, 2018
May 17, 2018		May 3, 2018
June 21, 2018		June 7, 2018
July 19, 2018		July 5, 2018
August 16, 2018		August 2, 2018
September 20, 2018		September 6, 2018
October 18, 2018		October 4, 2018
November 15, 2018		November 1, 2018
December 20, 2018		December 6, 2018