

**CERTIFICATE OF APPROPRIATENESS
APPLICATION
PART I- GENERAL INFORMATION**



Anniston Historic Preservation Commission

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)

- | | |
|--|---|
| <input type="checkbox"/> Addition, Alteration, Rehabilitation, and/or Restoration
<input type="checkbox"/> Relocation | <input type="checkbox"/> Mandatory Repair by order or citation
<input type="checkbox"/> New Construction in a historic district
<input type="checkbox"/> Demolition |
|--|---|

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

CERTIFICATE OF APPROPRIATENESS
APPLICATION
PART II- CHECKLIST



Anniston Historic Preservation Commission

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
- 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

Addition

Side Addition

- Addition to a single side of structure
- Addition to multiple sides 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

- 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

Other

- Type of addition not listed above

New Construction

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

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

Relocation

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

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)

- Proposed Work Complete** and detailed description of proposed alterations, rehabilitations, restorations, remodels, additions or new construction including square footage, foundation type and

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

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.

NEELI FAULKNER, SECRETARY (256) 231-7720 OPTION 1 planning@anniston.al.gov

2015 MEETING SCHEDULE

- COA 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 Secretary, Neeli Faulkner.
- 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 DATE	DEADLINE
January 15, 2015	December 31, 2014
February 19, 2015	February 4, 2015
March 19, 2015	March 4, 2015
April 16, 2015	April 1, 2015
May 21, 2015	May 6, 2015
June 18, 2015	June 3, 2015
July 16, 2015	July 1, 2015
August 20, 2015	August 5, 2015
September 17, 2015	September 2, 2015
October 15, 2015	September 30, 2015
November 19, 2015	November 4, 2015
December 17, 2015	December 2, 2015

*Meeting dates are subject to change.