

**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"/> Mandatory Repair by order or citation |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> New Construction in a historic district |
| | <input type="checkbox"/> Demolition <input type="checkbox"/> 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

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

Other

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

- 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
- Demolition**
 - Unreasonable Economic Hardship
 - Unusual or Compelling Circumstance
 - Other
- Relocation of a Noncontributing structure within/into a Historic District
- Relocation of a Building, Structure or Object in an Archaeological Site

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
 - Detailed 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 height, floor levels; wall, window and door details; roof shape and pitch; and any other architectural or decorative details to be changed
- Materials List** and description of materials to be used

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 permitting@anniston.al.gov
2. In Person: Digital format on disc (preferred) or hard copy at 4309 McClellan Blvd, Anniston, AL 36206
3. Meetings take place inside **CITY HALL, 4309 McCLELLAN BLVD., 8:30AM.**

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.

SHELBY SHIFLETT, ADMINISTRATIVE ASSISTANT (256) 231-7720

- 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, Shelby Shiflett.
- 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.
- Once approved, all work is required to be permitted through the Building Safety and Inspections Department. Failure of the applicant/contractor to initiate the permit process within 6 months of the approval date will require the applicant to resubmit a new CoA, along with a \$25.00 application fee, to start the approval process again.
- If a permit has been obtained and the work has not been completed within one year of the permit application date, the applicant/contractor will have to extend the permit and pay the regular permit fee for any outstanding work not completed.
- **Failure to obtain permits will result in the CoA deemed as null and void**

***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.**

2024 MEETING SCHEDULE

Meeting Date	Dates are subject to change	Application Deadline
January 18, 2024		January 3, 2024
February 15, 2024		February 1, 2024
March 21, 2024		March 6, 2024

April 18, 2024	April 3, 2024
May 16, 2024	May 1, 2024
June 20, 2024	June 5, 2024
July 18, 2024	July 3, 2024
August 15, 2024	July 31, 2024
September 19, 2024	September 4, 2024
October 17, 2024	October 2, 2024
November 21, 2024	November 6, 2024
*December 19, 2024	December 4, 2024

*This is an on call meeting if necessary.