



VICTORIAN HISTORIC DISTRICT

Application for Certificate of Appropriateness

All exterior changes visible from the public right-of-way (including lanes where applicable) within the Victorian Historic District require a Certificate of Appropriateness (COA). Applications must be complete before the MPC or Staff can begin the review process. Submit this application form and all supplemental documentation as required in the "Instructions: Submittal Criteria Checklist" with one hard copy and in PDF electronic format. Electronic files can be emailed (10mb limit) or submitted with the application on a disc.

File No.: _____ (staff only)

Applicant Mailing Address:

Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ E-Mail Address _____

Property Owner Mailing Address:

Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ E-Mail Address _____

Official Correspondence: Applicant Owner Other _____ (Check all that apply)

Property Information of Proposed Work: (PIN and Zoning information can be found at www.sagis.org.)

Address: _____

PIN (Property Identification Number): _____ Zoning: _____

Scope of Work: (Check all that apply.)

STAFF REVIEW:			MPC REVIEW:
<input type="checkbox"/> Signs	<input type="checkbox"/> Shutters	<input type="checkbox"/> Alterations	<input type="checkbox"/> New Construction
<input type="checkbox"/> Roof Repair	<input type="checkbox"/> Windows, Doors	<input type="checkbox"/> Additions	<input type="checkbox"/> Demolition (contributing)
<input type="checkbox"/> Awnings	<input type="checkbox"/> Fences	<input type="checkbox"/> Demolition (non-contributing)	<input type="checkbox"/> Relocation
<input type="checkbox"/> Stucco Repair	<input type="checkbox"/> Mechanical Screening		
<input type="checkbox"/> Brick Repointing	<input type="checkbox"/> Rehabilitation		
OTHER:			
<input type="checkbox"/> Amendment to Previous COA Previous Case File Number: _____		<input type="checkbox"/> Other (Description): _____	

Project Description: Describe the proposed project and scope of work in detail. Additional pages may be attached. Submit all supplemental documentation as required in the separate "Instructions: Submittal Criteria Checklist."

2016 Metropolitan Planning Commission Schedule: (For New Construction, Demolition, and Relocation)

Application Deadline (Due by Close of Business: 5pm)	Meeting Date
<input type="checkbox"/> December 16, 2015 (Wednesday)	January 12
<input type="checkbox"/> January 6	February 2
<input type="checkbox"/> January 27	February 23
<input type="checkbox"/> February 17	March 15
<input type="checkbox"/> March 9	April 5
<input type="checkbox"/> March 30	April 26
<input type="checkbox"/> April 20	May 17
<input type="checkbox"/> May 11	June 7
<input type="checkbox"/> June 1	June 28
<input type="checkbox"/> June 22	July 19
<input type="checkbox"/> July 13	August 9
<input type="checkbox"/> August 3	August 30
<input type="checkbox"/> August 24	September 20
<input type="checkbox"/> September 14	October 11
<input type="checkbox"/> October 5	November 1
<input type="checkbox"/> October 26	November 22
<input type="checkbox"/> November 16	December 13
<input type="checkbox"/> December 7	January TBD

Estimated Cost of the Proposed Work: \$ _____

Filing Fee Schedule:

No filing fee is required for Victorian District review.

Public Notice for Metropolitan Planning Commission Meetings:

The applicant is responsible for posting the Board Meeting signs provided by the MPC within two (2) days of filing an application for demolition of a contributing building. Refer to *Section 8-3028 (m) (1) of the Victorian Planned Neighborhood Conservation District ordinance* for additional posting requirements.

Signature of Legal Owner or Authorized Agent:

I have read and understand all the information enclosed in this application form. I hereby certify that I am the legal owner or authorized agent for the legal owner of the subject property.

Signature: _____ **Date:** _____