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| 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.

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| **OWNER** |
| Name |
| Company |
| Mailing Address |
| City State ZIP |
| Phone |
| Email |
| **Signature Date** |

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| **APPLICANT (if other than owner)** |
| Name |
| Company |
| Mailing Address |
| City State ZIP |
| Phone |
| Email |
| **Signature** **Date** |

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| **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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| 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** □ **Addition**

**Foundation Side Addition**

□ Leveling or height alterations □ Addition to a single side of structure

□ Foundation material or foundation cladding

□ Type alteration; i.e. slab on grade, pier on beam **Rear Addition**

□ Addition to rear of same width/height   
 of existing structure

**Walls** □ Addition to rear taller and/or wider

□ Cladding: i.e. siding, shingles, brick, paneling, stucco than existing structure

□ Windows: i.e. location, size, type, material, quantity

□ Doors: i.e. location, size, type, material, quantity **Additional Story/Level/Height**

□ Commercial storefront system □ 1 additional level/story to existing

□ 2+ additional levels/stories to existing

**Roof** □ Other addition increasing height of

□ Shape: i.e. form, pitch, type existing

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

□ Projections: i.e. chimneys, towers, dormers **Porch/Balcony**

□ Equipment: i.e. antennas, solar panels □ Addition of a porch/balcony at the front

of the structure

**Architectural Elements** □ Addition of a porch/balcony at a side

□ Awnings or canopies of the structure

□ Porch or balcony □ Addition of a porch/balcony at the rear

□ Columns or visible structural members of the structure

□ Commercial signage

□ Other architectural element alterations

□ **Other**

□ **New Construction** □ Relocation of a Noncontributing

□ Residential Structure structure within/into a Historic District

□ Detached Garage or Carport □ Relocation of a Building, Structure   
 □ Commercial Structure or Object in an Archaeological Site

□ Other

□ **Relocation** □ **Demolition**

□ Relocation of a Landmark, Protected □ Unreasonable Economic Hardship

Landmark, or Contributing Structure □ 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

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

□ **Deed Restriction** Description of compliance if property is deed restricted; description of the correspondence   
 regarding the proposal with the local neighborhood or civic association or other public entity that   
 assesses design or land use in the area

□ **Subject of Relocation** Description including current location and conditions of structure and any prior   
 alterations or additions

□ **Destination Site Information** Description of the location where the subject of the proposal will be relocated

□ **Comparison Costs** of rehabilitation of the existing building, demolition of the building and new construction

□ **Plans of Reuse, Recycle or Salvage** Description of plans to reuse, recycle, or salvage building materials if COA is   
 granted

**UTILIZE THIS SPACE TO DESCRIBE WORK TO BE COMPLETED:** (use additional sheets if necessary)

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| 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@annistonal.gov](mailto:planning@annistonal.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.**

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| 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** |