



HERITAGE PRESERVATION COMMISSION

COUNTRY CLUB DISTRICT CERTIFICATE OF APPROPRIATENESS (COA)

CHANGES TO STREET FACING FACADES

REQUIREMENTS:

	Meeting with City Planner prior to application to review the proposed project.
	Completed application and fee.
	One copy of the exterior elevations of the entire façades detailing the proposed work. Elevations should be drawn to scale and submitted on 11 x 17 paper and should include an inventory of materials to be used.
	Narrative explaining the proposed project and how the project meets the Plan of Treatment
	Survey of the property showing proposed changes. (See the City's survey policy for more information).
	Elevation drawings showing the percentage of exterior walls being removed with the proposed project.
	Electronic submittal of all submitted documents emailed to City Planner or submitted on a flash drive with the paper submittal.
	Depending on the scope of the proposed project, the City Planner may require additional information to be submitted prior to an application being deemed complete. This may include more detailed construction drawings.

**** Design guidelines can be found in the Country Club District's Plan of Treatment ****

A complete application package must be received by 4:30 p.m. on the deadline date to be heard at the next Heritage Preservation Commission (HPC) meeting.

PROCESS:

Prior to the Meeting

Upon receipt of a complete application package, a notice will be mailed to property owners within 200 feet of the subject property advising them of the requested COA and inviting them

to view the plans at City Hall. The City Planner will also send the application to the City's preservation consultant for their review.

The Planning Department will post a staff report on the City's website as a part of the Heritage Preservation Commission meeting packet on the Friday before the HPC meeting.

Heritage Preservation Commission Meeting

- The staff report with recommended action will be presented.
- The applicant will have an opportunity to elaborate on their project and address questions. (15-minute presentation maximum).
- Members of the public will have an opportunity to ask questions and/or comment on the project. (Time limit 3 mins per speaker).
- The HPC will ask questions, make comments and vote whether or not to approve the project.
- Plans submitted with the application should be considered final. Any changes to the plan presented at the meeting will delay the project.

There is a ten-day appeal period whereby a decision of the Commission may be appealed to the City Council. If approved, a formal COA will be issued after the ten-day appeal period. At that time the applicant may proceed with the building permit process. Any changes to the approved plan must come back to the Heritage Preservation Board for a new COA, and a new notice will be mailed to the recipients of the first meeting notice.

Note: The applicant (or a representative) must attend the HPC Meeting when the request for a COA is considered.