APPLICATION FOR CERTIFICATE

PROPERTY LOCATION ____________________________  FOR HISTORIC DISTRICT COMMISSION USE
PROPERTY OWNER ________________________________  DATE RECEIVED __________________
OWNERS ADDRESS ________________________________  PUBLIC HEARING WAIVED _________

PUBLIC HEARING DATE ____________________________  DATE ADVERTISED _____________
DATE NOTICES MAILED ____________________________  DATE OF DECISION __________

PROPOSED CHANGE: (PLEASE DESCRIBE PROPOSED CHANGE ON BACK OF FORM)

INSTRUCTIONS:
1) Describe proposed change in detail. This means a description of the location of work, type and texture of materials to be used, and further a sketch must accompany the application detailed enough to show architectural design of the structure or change and its location. Sketches should be as close to scale as possible. Example: FENCE - show type of fence by sketch, on sketch note height, style, and the exact location of fence on the property.
2) Include pictures of proposed area of change and also a plot plan if applicable

SUGGESTIONS:
1) The application and supportive information should be put together so that the Commission can visualize the changes in exterior appearance which will result from the actual work.
2) Avoid changing the original features of a structure if possible.
3) Try to match building materials you are changing or replacing with the original building materials.
4) If original doors and windows are to be replaced, replace them with similar style.
5) The Commission welcomes advance inquiries as to interpretation of the law and preparation of this application.
6) If applicant is employing a builder or professional consultant, it is advisable for him to attend the hearing on the request.

NOTE: THE COST OF ADVERTISING THE NOTICE FOR PUBLIC HEARING, IF HELD, SHALL BE BORNE BY THE PETITIONER.