

Application for Certificate of Appropriateness

It is recommended that you or your representative be present at the meeting of the Commission.

1. **Property Address:** _____

2. **Landmark Status:** Local Landmark Designation
 National Register of Historic Places
 Within a Historic District

3. **Name of Applicant:**

Mailing Address: _____

City/State: _____ Zip Code: _____

Office Phone: _____ Pager: _____

Home Phone: _____ Mobile: _____

Cell Phone: _____ E-Mail: _____

4. **Relationship of Applicant to Property:** _____

Owner Contractor Architect Lawyer

Other - Please specify: _____

5. **Existing Building Use:** _____

6. **Proposed Building Use:** _____

7. **Nature of Proposed Change:**

Addition

Window Configuration

Demolition

Sign Erection or Placement

New Construction

Alteration to Exterior:

Primary Structure

Accessory Structure

Fence

Other - Please Specify: _____

8. **Accompanying Documentation:**

Photos How many? _____

Drawings How many? _____

Plans How many sets?

Other - Please Specify _____

9. **Description of Proposed Improvements:** _____

10. **Existing Materials/Construction:** Wood Frame Brick Stone Block
Stucco Other: _____

11. **Proposed Materials/Construction:** Wood Frame Brick Stone Block
Stucco Other: _____

12. **If materials differ from existing, explain reasons:** _____

13. **Will material samples be provided for review/approval by Commission?** Yes No

14. **Are material samples available for review/approval on site?** Yes No

Location: _____

I understand the work will not begin until the Landmarks Commission completes its review of this application.

Signature: _____ Date: _____

Please print name: _____

COMMISSION ACTION: **Approved** **Approved with Conditions** **Disapproved**

Signature: _____ Date: _____

Conditions: _____

Comments/Recommendations: _____

INSTRUCTIONS FOR COMPLETING AND FILING THE CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

Applications may be submitted to the Planning & Zoning Department located at 14318 Manchester Road any time between the hours of 8:00 AM. and 4:30 P.M., Monday through Friday. The Historic Review Commission will act on the application at the next available meeting. Historic Review Commission meetings are held on the first or third Monday of each month at 5:15 P.M. on the second floor of City Hall.

A completed application is required to process any application that requires Historic Review Commission approval. Please print or type all of the required information to ensure that the application is promptly expedited. Please return application to:

Manchester Historic Review Commission
City of Manchester
14318 Manchester Road
Manchester, Missouri 63011

It is strongly recommended that the applicant arrange a meeting with the Planning & Zoning Director prior to submitting and application for Certificate of Appropriateness. City staff can be reached at 636-227-1385, ext. 107. It is strongly recommended that the property owner or authorized agent attend the Historic Review Commission meeting when the COA is reviewed.

The applicant agrees that all work performed in conjunction with a Certificate of Appropriateness will be in conformance with the Design Guidelines and *The Secretary of the Interior's Standards/Guidelines* if not otherwise specified in approval of the Certificate. Applicants are encouraged to refer to the Certificate of Appropriateness Guidelines and Procedures located on the Historic Review Commission's web site at www.manchestermo.gov. All work will be fully and completely described in this application and no changes or additions will be made without approval of the Historic Review Commission or by the granting of a new Certificate of Appropriateness.

INSTRUCTIONS:

All applications must include a written PROPERTY DESCRIPTION. In the space provided or on additional sheets, describe the nature and extent of the proposed work. Include a listing of materials and dimensions when applicable. Provide sufficient detail to allow the Historic Review Commission to make an informed decision regarding appropriateness. Attach additional sheets if necessary. _____

In addition, the following information needs to be provided:

- A. **Site plan** - an overview of the property with described improvements
- B. **Elevations** - illustrated drawings of the sides of whole structures and improvements
- C. **Floor/Building plans** - a scale diagram of a room or building drawn as if seen above
- D. **Materials** - description and/ or sample of materials to be used for improvements
- E. **Photos** - digital or prints that show the property, areas of improvement, and the streetscape with neighboring places.

Scaled drawings, or drawings stamped and signed by a licensed engineer or architect in the state of Missouri are not necessarily required unless a building permit is required for the proposed project. However, all other drawings must accurately show details, proportion and scale of proposed project and property boundaries. Some projects may require a survey to be conducted by a licensed surveyor in the state of Missouri. The Planning and Zoning Department requires 15 working days or longer for processing COA applications prior to being placed on the HRC agenda.

2. For each specific type of activity, attach the following materials: (Check the applicable category)

_____ **EXTERIOR ALTERATION (Such as installation/replacement of siding, windows, roofing, fencing, lighting, construction of an addition, walkways, etc.):** Photograph(s) and sketch(es) showing existing conditions and proposed changes for each affected area.

_____ **NEW CONSTRUCTION:** a) Plot plan showing all new construction on proposed site; b) preliminary or final drawings showing proposed design of new construction or new addition (elevation required); and c) descriptions, samples and specifications indicating materials and textures used on exterior construction.

_____ **SIGNAGE:** a) Photograph of building or site affected; b) sketch, drawing or photograph of proposed sign design with pertinent dimensions and materials description; c) sketch, plot plan or description of proposed sign location on building or site; and d) plot plan showing building and lot dimensions (necessary to determine allowable sign area).

_____ **DEMOLITION:** a) Photographs (exterior and interior) of buildings to be demolished (include photos of all elevations and at least one streetscape photo); b) written description for demolition; c) a detailed structural analysis performed by a qualified individual; and, d) an estimated list of repairs.

_____ **BUILDING RELOCATION:** a) Photograph of building/structure/object to be relocated; b) photograph of proposed site for relocated building/structure/object; and c) a plot plan showing the exact building location.

_____ **REGRAVING/FILL:** Identify the source of fill material and extent of work to be undertaken.