



Certificate of Appropriateness

SUBMITTAL CHECKLIST:

Please ensure that you have read through the items below and mark whether you have included it in your submission (Y = Yes, N = No, N/A = Not Applicable).

Y	N	N/A	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review Fees/Deposits - See Master Fee Schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plans (provided on a flash drive AND an online link to all documents)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Include site plan, floor plan, and elevation plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written Summary/Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Registered Historic/Common Name (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Year Built
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Property: Private or Public
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Present Use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Architectural Style
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Describe in detail, historical aspects of the site or structure as well as any other significant factors which may determine the property as a historic site/landmark (i.e., special aesthetics, cultural, architectural, or engineering factors, and any dates, events, or persons associated with the site or structure.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Note if the site or structure has been altered in any way from its original design
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Briefly describe the present physical condition of the property including a rating of poor, fair, good, or excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Complete legal description of the property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Any documentation to support that the site meets at least one or more of the six accepted criteria (as described in the Historic Preservation Program)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Pictures of the site (front, back, both sides, and any other defining historic characteristics that will help the governing body make a determination of historic significance and designation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Note if the site is designated as Historic. If so, note whether it is on the State or National Register.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Grant Deed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence (report/letter) of Designation (State and/or National)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mills Act Document(s) (if applicable)