



# Application for Certificate of Appropriateness

Landmark Commission, St. Joseph, Missouri



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. All work will be fully and completely described in this application and no changes or additions will be made without approval of the Landmark Commission or by the granting of a new Certificate of Appropriateness.

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

Telephone No.: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Property Address: \_\_\_\_\_

Museum Hill District  Hall Street District  Local Landmark  Other: \_\_\_\_\_

- *If Federal or State permits, licensing, or monies are included in the project, a review by the State Historic Preservation Office (SHPO) may be required in conjunction with city review. If applicable, attach a list of Federal or State permits, licensing or funds involved in the project.*

## INSTRUCTIONS:

1. 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 Landmark Commission (LC) to make an informed decision regarding appropriateness.
2. For each specific type of activity, attach the following materials: (Check the applicable category)

\_\_\_\_\_ **EXTERIOR ALTERATION:** 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).

