

2020 Certificate of Appropriateness Checklist

Historic Preservation Board

Meeting Date	Agenda Item Submission Due Date	Reviewed by City Commission
Tuesday, July 28, 2020	Tuesday, July 7, 2020	Thursday, August 13, 2020
Tuesday, August 25, 2020	Tuesday, August 11, 2020	Thursday, September 10, 2020
Tuesday, September 22, 2020	Tuesday, September 8, 2020	Thursday, October 8, 2020
Tuesday, October 27, 2020	Tuesday, October 6, 2020	Thursday, November 12, 2020
Tuesday, November 24, 2020	Tuesday, November 10, 2020	Thursday, December 10, 2020

Due to the changes to the Land Development Code, Board and Commission direction as well as a high volume of applications, please adhere to the following checklist. **ONLY** complete applications with full documentation and plans will be added to the next available agenda. We will not process incomplete applications without necessary documentation. This is not an all-inclusive list, after a review additional documentation may be requested.

Complete Application

Architectural Drawings (with dimensions, and all exterior material notations)

Please do not show landscaping on the color elevations.

- Front Elevation, rendered in color
- Right Side Elevation, rendered in color
- Left Side Elevation, rendered in color
- Rear Elevation, rendered in color
- Overhead view of roof, rendered in color

Master Site Plan (Clearly showing the following)

- Building Orientation on Site
- Service area(s) and Mechanical equipment locations
- Landscaping Plan with existing (trees) and proposed landscaping
- Outdoor storage area locations
- Screening devices
- Fencing and Gate Locations, if Applicable
- Pool or Other Buildings, if Applicable
- Sidewalks, Walkways, and Driveways

Materials (Exterior construction material specifications)

- Paint and Finish Color charts / paint chips
- Roof Type(s), Finish Eave details
- Door Type(s), Finish Trim details
- Window Type(s), Finish Trim details
- Columns or Post and Beam Sizes, Styles(s), Porch Section, details etc.
- Fence, Gate and Cap Type(s) etc.