

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.