

Application for a Certificate of Appropriateness to Hattiesburg Historic Conservation Commission

for a proposed exterior change to a property within designated historic districts

<i>Office Use Only</i>
Received _____
Complete _____
HHCC review _____
Action _____

Historic District _____

Property address: _____

Present zoning: _____

Applicant: _____

Address: _____

Phone: _____

Signature and permission of Applicant / date:

_____ / _____

Owner: _____

Address: _____

Phone: _____

If the applicant is not the owner, include a letter from the owner authorizing the change.

I hereby authorize City of Hattiesburg staff access to the property for taking pictures and documentation.

Proposed starting date: _____

Briefly describe the proposed project / Proposed Alterations
(attach additional sheets as needed):

NOTE: Appropriate support materials for each proposed change as required must be submitted to complete this application.

Incomplete applications will not be reviewed by the commission.

DEADLINE: Applications and support materials must be submitted by 5 p.m. Wednesday, 14 days prior to the regular HHCC meeting, normally the second Wednesday of each month.

- New Buildings and New Additions**
 - Major Restoration, Rehabilitation or Remodeling**
 - Site Changes – tree removal, fences, walks, driveways, parking and signs**
 - Demolition and Relocation**
- Required support materials must be attached. Please see *Checklist for Required Support Materials* on the next page.

APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS

Checklist for Required Support Materials

A complete application requires support materials: Please check the list below for which materials may be necessary for design review of a particular project.

New Buildings and New Additions

- Architectural elevation (to scale)
- Site plan (to scale)
- Floor plan (to scale)
- Description of materials and types and styles of architectural features such as windows and doors
- Photographs of proposed site and adjoining properties

Major Restoration, Rehabilitation or Remodeling

- Architectural elevations or sketches (to scale)
- Description of proposed changes
- Description of materials
- Photographs of existing building
- Documentation of earlier historic appearance (restorations only)
- Site plan showing placement (to scale)

Site Changes - trees, walks, drives, parking and signs

- Site plan or sketch of site
- Architectural elevations or sketches (to scale)
- Description of materials
- Photographs of site

Demolition and Relocation

- Condition reports
- Photographs of existing building
- Documentation of economic factors
- Site plans (for relocation)
- Documentation of justification

NOTE: Only complete applications will be placed on the agenda for review.

Tips for filling out an application for a Certificate of Appropriateness:

- **Review the *Design Guidelines*:** The *Guidelines* are the Hattiesburg Historic Conservation Commission's (HHCC) "rulebook" so before planning a project and applying for approval, be sure to read at least the pertinent sections to verify that your project is in compliance with the outlined principles. Bear in mind that the reason(s) why you want to do the work are not always relative to the evaluation of the proposed work. What counts is what you are proposing and how it conforms to the Guidelines, so make your case based upon the Guidelines!
- **Follow application instructions and completely fill out the form:** Staff needs to be able to determine who you are, what the project entails, and how to contact you with any questions.
- **Sign the application:** Applications must be signed to be considered complete and ready for review.
- **Use black ink on the application and please be sure to write legibly**
- **Include photos, drawings, or sketches** that help illustrate your project. These materials may be submitted electronically or printed in color and delivered to the Planning office. Drawings should be as close to scale as possible, clearly illustrating the size and location of the proposed work.
- **Clearly describe and show what changes you are proposing:** Put yourself in the shoes of someone unfamiliar with your house and project. Describe the project in detail, including dimensions, materials, and any additional information you believe will be helpful. All projects are evaluated based upon how well they adhere to the *Design Guidelines*. To evaluate a project, the HHCC needs to know the exact materials, appearance of components, how things fit together, and where everything is located. Make it clear what exists vs. what is proposed.
- **Whenever possible, include your entire scope of work in the Application for a COA.** Applying for small fragments of a large project can greatly increase paperwork and processing time. It is also important for the Commissioners to be able to evaluate the project as a whole in order to avoid costly surprises along the way. Contact staff prior to submitting an application if you suspect the project should be broken into separate or "phased" work applications.

Remember - by submitting clear and complete applications, you reduce the number of questions and requests for additional information that can potentially slow the approval process. This not only shortens your waiting time, but that of all the applicants who follow you!

