



Application for a Certificate of Appropriateness (COA)

to the Arab Historic Preservation Commission
for a proposed change to a property
located in the Downtown Arab Historic District.

PROCEDURE:

Application Requirements:

All applications must be complete and include required support materials (listed on the reverse side of this application form). Incomplete applications will not be forwarded to the HPC for review.

Application Deadline:

Applications are due by 1 p.m. on Monday, two weeks prior to the next HPC meeting date, in order to comply with publication requirements. Regular meetings are held on the 2nd Tuesday of each month.

Application Representation:

The applicant, or authorized representative of the applicant, should attend the public hearing to support the application.

Building/Sign Permit Requirements:

In addition to an approved COA, building and/or sign permits must be obtained from the City of Arab Building Department *, if required.

Deadline for Project Completion:

If approved, the COA is valid for eighteen (18) months and void if construction does not begin within six (6) months.

Precedence of Decisions:

Each application will be considered on its own merit. While the HPC may consider past actions when making decisions on a COA, it is not held by those decisions when considering new applications that may appear

___ STAFF APPROVAL
 ___ APPROVED
 ___ APPROVED W/CONDITIONS
 ___ DENIED
 DATE: _____

PROPERTY

APPLICANT

PROJECT

AUTHORIZATION

PROPERTY ADDRESS: _____

PROPERTY OWNER: _____

NOTE: If applicant is not the owner, a letter from the owner authorizing the proposed work must be included. Please include the owner's telephone number and mailing address.

APPLICANT: _____

TELEPHONE: _____

MAILING ADDRESS: _____

EMAIL: _____

BE SURE TO COMPLETE THE BACK OF THE FORM ALSO!

TYPE OF PROJECT (CHECK ALL THAT APPLY):

- | | |
|--|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Addition to Building |
| <input type="checkbox"/> Repairs or Alterations | <input type="checkbox"/> Awning |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Paint or Color Change |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Relocation of Building | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Other (describe): _____ | |

I, the undersigned, have provided the required information and supporting documentation, and understand that, if the information submitted is not complete, this application will not be considered. I further understand that a Certificate of Appropriateness shall be issued for a period of eighteen (18) months, and shall become void unless construction is commenced within six (6) months of the date of issuance. I also understand that a building permit issued by the City of Arab Building Department may be required for all work being done in the historic district.

Signature of Applicant

Date

The General Design Guidelines information booklet contains guidelines for most proposed changes. These guidelines are used by the Arab Historic Preservation Commission as the design criteria when reviewing applications for a Certificate of Appropriateness. The Design Guidelines are available at Arab City Hall or on-line at www.arabcity.org. *NOTE: ALL sign and landscape projects must comply with the requirements of the City of Arab Ordinances. Applicable permits, such as a building or sign permit, must be obtained from the Arab Building Department * once the Certificate of Appropriateness is approved.*

Below is a listing of the required information and supporting information necessary to submit an application for a Certificate of Appropriateness. Digital photographs and PDF's of plans/elevations may be e-mailed to kjohnson@arabcity.org.

APPLICATION CHECKLIST

A complete application requires supporting documentation, as indicated below. Incomplete applications will not be considered. Digital photographs and PDF's of plans/elevations may be emailed to bhawkins@arabcity.org.

New Buildings and New Additions:

- Site plan (scale not less than 1" – 10')
- Architectural elevations
- Floor plans
- Landscape Plan
- Description of Materials (include samples or brochures if available)
- Photographs of Proposed Site and Adjoining Properties (include as many views as necessary to clearly convey the portions of the property that will be affected). Include date of photograph.

Major Restoration, Rehabilitation or Remodeling:

- Architectural elevations or sketches
- Description of proposed changes
- Description of materials
- Photographs of existing building
- Documentation of earlier historic appearance (restoration only)

Minor Exterior Changes:

- Description of proposed changes
- Description of materials
- Photographs of existing building

Site Changes – Parking Areas, Drives and Walks:

- Site plan or sketch of site
- Description of materials
- Photographs of Site

Site Changes – Fences, Walls and Systems:

- Site plan or sketch of site
- Architectural elevations or sketches
- Description of materials
- Photographs of site

Site Changes – Signs:

- Scale drawing of proposed sign (include sample of lettering to be used, colors and materials)
- Site plan or sketch of site
- Description of materials and illumination

Paint:

- Color photograph of the building.
- Color chip samples for surfaces to be painted

Describe clearly and in detail the nature of the proposed project in the space below. Include exact dimensions for materials to be used (i.e., width of siding, window trim, etc.). Additional sheets may be attached, as necessary, however, please limit the size to 11" x 17" or smaller. Be sure to include drawings, photographs, proposed materials and other information necessary to completely describe the project.

If your project includes more than one type of work (example, 1) addition to building and 2) installation of sign), please divide the description and scope of work for each scope of work.

Estimated Cost for Project: \$ _____

Applications should be submitted to the City of Arab, 740 North Main Street, Arab, AL 35016. Please contact Kim Johnson at (256) 586-5968 for more information.

*** Arab Building Department is located in Arab City Hall, 740 North Main Street. (256) 586-5968.**