



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. 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.

Routine Maintenance/Repair:

COA may be approved by staff if proposed work is like-for-like. Building permits must be obtained from the 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 similar in character.

- CONTRIBUTING
- NON-CONTRIBUTING

___ STAFF APPROVAL

___ APPROVED

___ APPROVED W/CONDITIONS

___ DENIED

DATE: _____

PROPERTY

APP #: _____ Ms _____

PROPERTY ADDRESS: _____

PROPERTY OWNER: _____

PHONE: _____ ADDRESS: _____

NOTE: If applicant is not the owner, a letter from the owner authorizing the proposed work must be included.

APPLICANT

APPLICANT: _____

TELEPHONE: _____

MAILING ADDRESS: _____

EMAIL: _____

PROJECT

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): _____ | |

AUTHORIZATION

I, the undersigned, have provided the required information and supporting documentation, and understand that, an approved 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/sign 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 _____

Each application will be considered separately. The HPC will consider past decisions when making decisions on new COA's, but new applications will be considered on their own merit. 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.

Design Guideline APPLICATION CHECKLIST

All exterior work requires a submitted COA. Indicate the type of project by checking one (or more) of the underlined boxes. Please check all boxes that may apply.

Overall Continuity:

- **Maintain the overall continuity of the district and its aspect and character, especially as viewed from public rights-of-way.**

New Buildings and New Additions:

- Site & Floor Plan
- 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:

- Description of proposed changes
- Description of materials
- Photographs of existing building
 - Avoid removing or altering any historical material or significant architectural features.
 - Preserve original material and details that contribute to the historic significance of the structure.

Minor Exterior Changes:

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

Routine Maintenance/Repair:

- Description of proposed work
- Description of materials

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

Important note: Each project is unique and, therefore, cannot be compared to another. While the HPC is committed to maintaining an overall historical look in this district, they are also committed to working with each applicant. The HPC encourages and will consider all new ideas/materials presented.

Project Manager: _____

Contact Info: _____

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.) and type of material. Be sure to include drawings, photographs, proposed materials and other information necessary to completely describe the project.

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.