

## **CERTIFICATE OF APPROPRIATENESS LIST**

Historic districts and landmarks reflect pride in the character of a community and a desire on the part of the community and the city to preserve their assets. Historic districts and landmarks are important planning tools for the City, a way to improve the quality of life, and at the same time a way to encourage new development that enhances the historic character and scale of an area.

Historic district and landmark status recognizes change as an important indicator of healthy, vital communities. The City Code establishes a special design review process to assist in shaping change that enhances the uniqueness of a historic district's assets. Certificates of Appropriateness are issued to show that projects have been reviewed.

The following list provides examples of the level of review that may be expected for various types of projects that are often undertaken. It is not intended to be comprehensive and cannot cover every circumstance that will be encountered in a project.

**NOTIFICATION MUST BE GIVEN TO THE HISTORIC PRESERVATION COMMISSION STAFF BEFORE BEGINNING ANY EXTERIOR WORK TO DETERMINE IF A CERTIFICATE OF APPROPRIATENESS IS REQUIRED.** A Certificate of Appropriateness is not necessary for Routine Maintenance, which includes repair or replacement where there is no change in the design, materials, or general appearance of the structure or grounds. Certificates of Appropriateness are issued for all other projects. Any repair or replacement resulting in a change in the design, materials, or general appearance is defined as an alteration and needs a Certificate of Appropriateness.

Minor Work projects are reviewed by the staff of the Historic Preservation Commission. Staff will refer Minor Work projects to the Commission for review if in staff's judgment the change involves alterations, additions, or removals that are substantial, do not meet the guidelines, or are of a precedent-setting nature.

Major Work projects are reviewed by the Commission's Design Review Committee. In general, major work projects involve a change in the appearance of a structure or site, and are more substantial in nature than routine maintenance or minor work projects, such as new construction, expansion of a building footprint, or significant changes in landscape features.

	<b>TYPE OF WORK</b>	<b>ROUTINE MAINTENANCE</b>	<b>MINOR WORK (STAFF)</b>	<b>MAJOR WORK (HPC)</b>
1	Repair or Replacement of Architectural Details when there is no change in design, materials, or general appearance	X		
2	Repair of Awnings, Canopies, or shutters when there is no change in design, materials, or general appearance	X		
3	Repair/Replacement of existing Driveways when there is no change in design, materials, or general appearance	X		
4	Repair /Replacement of exposed Foundations when there is no change in design, materials, or general appearance	X		
5	Installation of storm windows which have a painted or baked enamel finish		X	
6	Erection of normal size television and radio antennas (does not include C.B. and ham radio equipment or satellite dishes)		X	
7	Installation of roof and basement ventilators (only if the roof vents are on the back slopes)		X	
8	Installation of window air conditioning unit(s)		X	
9	Installation of central air conditioning unit(s) on a side of a structure not facing a public street, which cannot be seen from the street or is screened from view with shrubbery or appropriate fencing		X	
10	Erection of picket fences on the side, rear, or interior location of the lot , at or behind the building line		X	
11	Installation of ground level sidewalks and patios constructed of unmortared stone or brick, and not visible from the street		X	
12	Installation of gutters and downspouts painted to match the house or trim color, as long as no significant architectural features are damaged or removed		X	
13	Replacement, repair, or installation of storm or screen doors which are wooden and which are stained in natural wood to match the house or trim		X	
14	New Construction or Additions to primary building			X
15	Demolition of any structure			X
16	Demolition of any part of a structure			X

17	Relocation of buildings			X
18	Alteration/Removal of Archeologically Significant Features			X
19	Alteration /Removal of Contributing Historical Features			X
20	Painting	X		
21	Painting of unpainted brick		X	
22	Minor Landscaping	X		
23	Removal of Trees less than 8 inches in diameter, measured 4 ½ feet above ground level	X		