Charleston Historic Landmarks Commission

Application for Certificate of Appropriateness

CofA #_____ **Hearing Date:** _____

Name of Landmark or Historic District _____

Applicant Information	Property Information
Name:	Address:
Address:	Tax Map and Parcel:
Phone:	Zoning District:
Agent Name, Address and Phone Number: (if other than applicant)	Property Owner and Mailing Address: (if other than applicant)

IMPORTANT: This application must be typed or legibly printed and filed with the Planning Department, 915 Quarrier Street, Suite 1 Charleston, WV 25301. The following items must accompany this application: 1) a site plan drawn to scale; 2) shop drawings; 3) a list of the owners of adjacent properties with their mailing addresses; 4) photographs, elevations, testimonials or other documentation, which may support your application. You or your representative must be present at the scheduled public hearing in order to present your request and answer questions. THE PLANNING DEPARTMENT WILL NOT ACCEPT ANY INCOMPLETE APPLICATIONS.

The request for a Certificate of Appropriateness involves:

❑Repair ❑Alteration ❑New Construction ❑Demolition

Please describe the proposed work to be done on the property. _____

What measures are being taken to retain and preserve the historic character of the property? Are existing materials being restored or replaced in like kind? _____

How are the distinctive, character-defining features of the structure being affected or altered by the proposed work? _____

Is the work planned in accordance with substantiated documentation, physical or pictorial evidence? If so, please explain and attach copies to this application. _____

Does any proposed new construction honor the historic materials that characterize the property and conform to the massing, size and scale of the historic environment? Explain. _____

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I hereby affirm that all of the statements and information contained in or filed with this application are true and correct to the best of my knowledge.

_____ _____

Signature Date

Planning Department Use Only	
The following is a list of related cases:	
The following is a list of zoning ordinance violations, building code violations and enforcement actions relating to the subject property:	
Application reviewed by:	
Action: ❑ Approved	❑ Rejected
If approved, were there any specific conditions or limitations imposed by the CHLC?	
Planning Official Signature and Title	*Date*