



Certificate of Appropriateness for Relocation Checklist

Process Overview

1. Complete Submittal Package, which includes: Application and all Checklist Items
 - a. Incomplete submittals will not be accepted
2. Historic Preservation Officer Reviews Application
3. Historic Landmark Commission considers action to approve
4. If approved, Applicant applies for appropriate permits to complete the work
5. If not approved, Applicant may appeal to City Council

General Notes

A permit for Demolition, Removal, or Relocation for any local, state, or national Historic Landmark or any structure or Site within a Historic District shall not be granted by the City without the review and approval of a Certificate of Appropriateness by the Historic Landmark Commission in accordance with the provisions of this article.

Submittal Package Checklist Items

Check the box of all items included with the submittal per Section 9.4.002 (d). If all checklist items are not present, the submittal will not be accepted. Additional items may be requested to better visualize the project.

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application on https://web.mygov.us
<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form. If not applicable, check this box: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	A detailed description of the reason for preserving the structure on an alternate site;
<input type="checkbox"/>	<input type="checkbox"/>	Location of the proposed Relocation
<input type="checkbox"/>	<input type="checkbox"/>	Style of Construction and compatibility with the local Historic District;
<input type="checkbox"/>	<input type="checkbox"/>	Historic value and structural state of the structure;
<input type="checkbox"/>	<input type="checkbox"/>	Historic Value of the Site;
<input type="checkbox"/>	<input type="checkbox"/>	Character of the neighborhood;
<input type="checkbox"/>	<input type="checkbox"/>	Any other information that the City may deem necessary in order to determine the need for the proposed Demolition.
<input type="checkbox"/>	<input type="checkbox"/>	Digital Submittal – See requirements below
<input type="checkbox"/>	<input type="checkbox"/>	Application fee

Digital Submittal

Digital submittals shall be submitted on <https://web.mygov.us/> as pdf or jpeg files.



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Criteria of Approval

Decisions shall be guided by any locally adopted design standards, and where applicable, the following from the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings*:

- Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment.
- The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier or later appearance shall be discouraged.
- Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- Distinctive stylistic features or examples of skilled craftsmanship which characterize, a building, structure, object, or site shall be kept to the greatest extent practical.
- Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other building or structures.
- The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
- Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, color, material, and character of the property, neighborhood, or environment.
- Wherever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.