



Iredell Historic District Certificate of Appropriateness Checklist

Process Overview

1. Complete the Checklist items and include with the Site Development Plan or Building Application
 - a. Incomplete submittals will not be accepted
2. Historic Preservation Officer will review for compliance
3. If approved, Applicant applies for appropriate permits to complete the work
4. If not approved, Applicant may amend the application or appeal to the Historic Landmark Commission

General Notes

A Certificate of Appropriateness shall expire two (2) years from the date of approval if the proposed scope of work has not been completed. If a building permit for approved work has been issued, the Certificate of Appropriateness will expire two (2) years from the permit issue date.

The Iredell district was adopted as a local district by City Council on November 12, 2019. The district encompasses the Farm Lots and Building Blocks that established a unique Development Pattern, which possesses a significant in history, provided a significant contribution to the local pattern and represents an established and familiar visual feature of the City that is the basis of the Bastrop Building Block (B³) Code.

Criteria of Approval

Decisions shall be guided by any locally adopted design standards see below:

- For building materials and architecture details, refer to the **Authentic Bastrop Pattern Book**.

Submittal Package Checklist Items

Check the box of all items included with the submittal. 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 and signed Application
<input type="checkbox"/>	<input type="checkbox"/>	Project Description Letter detailing the proposed work
<input type="checkbox"/>	<input type="checkbox"/>	Location and photographs of the existing conditions
<input type="checkbox"/>	<input type="checkbox"/>	Elevation drawings, photographs, or illustrations of the proposed changes
<input type="checkbox"/>	<input type="checkbox"/>	Specifications and pictures of materials to be used
<input type="checkbox"/>	<input type="checkbox"/>	If the proposal includes signs or lettering, a scale drawing showing all dimensions, a description of materials to be used, method of illumination (if any), and a plan showing the sign's location on the property. If not applicable, check this box <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Digital Submittal – See requirements below
<input type="checkbox"/>	<input type="checkbox"/>	Application fee



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Digital Submittal

Digital submittals shall be provided on a **labeled** CD/DVD or flash drive with the Building Application in the format specified below in addition to the hard copy submittal. The CD/DVD or flash drive will not be returned to the applicant.

PDF COA – All Application Materials except photos

- Title should be Application-Project Name or Address
- Combine all pages into one document

Folder of Photographs

- Please label each photograph with a description
 - Examples: east side of house, window to be reused