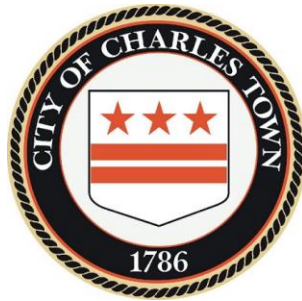


COA Application No. _____



CERTIFICATE OF APPROPRIATENESS APPLICATION

ZONING ORDINANCE SECTION 1322.13, HISTORIC OVERLAY DISTRICT
AND
ARTICLE 141 OF THE CHARLES TOWN CODIFIED ORDINANCE
AND
DESIGN REVIEW STANDARDS

All proposed activity must be approved by the Historic Landmarks Commission (HLC) via issuance of a Certificate of Appropriateness (COA).

Many of the activities for which a COA is required also requires building permit, which is a separate process from obtaining a COA.

If applying for the Façade Improvement Program, the "Addendum – Façade Improvement Program" will be required in addition to this application.

1. DATE _____, 20____

2. APPLICANT'S NAME* _____

Address: _____

Telephone Number: (____) _____ Fax Number (____) _____

Email Address: _____

Relationship to Owner: ___ Lessee ___ Contractor ___ Architect ___ Consultant ___ Other:
(explain) _____

3. PROPERTY OWNER'S NAME _____

Address: _____

Telephone Number: (____) _____ Fax Number (____) _____

Email Address: _____

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (List all parcels that apply)

Property Address: _____

Tax Map # and Parcel(s): _____

Deed Book and Page #: _____

Zoning District: _____

5. DESCRIPTION OF FORMER USE(S) OF THE PROPERTY

6. DESCRIBE THE CURRENT OR PROPOSED USE OF THE SUBJECT PROPERTY

7. TYPE OF WORK:

A. _____ Exterior alteration or repairs.

B. _____ New Construction: 1) _____ Primary Structure; 2) _____ Garage;
3) _____ New Addition; 4) _____ Other;

C. _____ Demolition: 1) _____ Whole Structure; 2) _____ Part of Structure;

D. _____ Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

A. Check all that apply for which approval of the proposed activity is requested:

<input type="checkbox"/> Architectural feature (decorative ornamentation)	<input type="checkbox"/> Metal trim	<input type="checkbox"/> Iron fences
<input type="checkbox"/> Material changes (wood, brick, metal, etc.)	<input type="checkbox"/> Windows - replacement, removal, elimination or new opening	<input type="checkbox"/> New construction
<input type="checkbox"/> Roof – Change in shape/profile	<input type="checkbox"/> Shutters	<input type="checkbox"/> Additions or alterations
<input type="checkbox"/> Skylights or dormers	<input type="checkbox"/> Door and transoms	<input type="checkbox"/> Signs
<input type="checkbox"/> Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	<input type="checkbox"/> Cut stone steps	<input type="checkbox"/> Solar panels
<input type="checkbox"/> Removal of historic markings and paintings	<input type="checkbox"/> Security Features	<input type="checkbox"/> Mothballing
<input type="checkbox"/> Wood cornices and concealed box gutters	<input type="checkbox"/> Porch or deck	<input type="checkbox"/> Demolition
<input type="checkbox"/> Wood trim	<input type="checkbox"/> Awnings and canopies	

B. List and describe in detail all work to be done for each item checked. Include the following materials when appropriate:

- 1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
- 2) If material changes are proposed, please provide a description of them. The architect's specifications or brochures may suffice; however, the Commission may request samples of new materials.

C. SIGNS:

- 1) See page 6 of this application for more information.
- 2) Signage activities are regulated under Article 1324 (Signs) and Section 1322.13 (Historic Overlay District) of the City of Charles Town's Zoning Ordinance and by extension the Design Review Standards. **All permitted sign sizes, location of placement and additional sign standards are regulated by Article 1324 and shall meet those standards.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

- 1) Site plan with measured distances.
- 2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
- 3) Samples or other description of materials to be used.
- 4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

- 1) Describe the structure's condition and reason for demolition.
- 2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
- 3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

- 1) Explain what will be moved, why, and proposed changes.
- 2) If a building will be moved into a district from outside, include photographs.
- 3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

- 1) Describe how the structure will be secured from unwanted entry.
- 2) Describe measures to be taken to keep the weather and pest out.
- 3) If the property owner will not be in the state of West Virginia, designate a local contact.
- 4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
- 5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
- 6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have read the relevant provisions of the Charles Town Design Review Standards pertaining to this application, Section 1322.13, of the Zoning Ordinance and for a sign request, Article 1324 of the Zoning Ordinance.

Signature of Applicant

_____ Date _____

Signature of Property Owner(s) (If different than Applicant)

_____ Date _____

Please submit an original completed petition to the following:

Zoning Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Signs – Additional Information

ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation):

SIGN CONTRACTOR:

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

Type of Sign	Check One	Type of Sign	Check One
Free Standing		Suspended	
Building Mounted		Awning	
Window Lettering		Other (List)	

Where on the property or building will the sign(s) be located?

SIGN MATERIAL:

SIGN DIMENSIONS:

Height	Width	Depth

WILL SIGN(S) BE LIGHTED? If yes, list the type of lighting to be used:

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage) Insurance Company:

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH OF THE PROPOSED SIGN(S)

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

Zoning District: _____

Fee: \$ _____ Paid: \$ _____ Check No. _____

Receipt No. _____

Zoning Administrator Approval: _____ Date: _____

Historic Landmarks Commission Approval: _____ Date: _____

Comments: _____

