# City of Senatobia Date Received:

### **Senatobia Historic Preservation Commission**

City Hall, 133 North Front Street

Senatobia, MS 38668

662-562-4474

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

*(Governed by City Ordinance 381, Adopted February 15, 2011)*

**Applicant Information**

Date of this application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deadline is the 1st business day of the month prior to the SHPC

meeting on the 3rd Thursday @5 pm, at City Hall

Applicant name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal phone number: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Information

Project is in: Historic Business District Historic Residential District

Property address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Use of Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the applicant own the property? Yes No If not, who is owner? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A notice will be placed in front of the property prior to the Historic Preservation Commission meeting to notify surrounding property owners of a pending application.**

Type of request: (Circle any that apply) New Construction Addition Repair Renovation

Relocation Replacement

**Features that will change:** (Circle all that apply) **Signs Windows Doors Painting**

**Awnings or Canopies Building Fences Walks Siding Driveways Parking Areas**

**NOTE: See page 3 of this application** for support materials that must be submitted.

*Incomplete applications will not be reviewed by the Historic Preservation Commission.*

Briefly describe the proposed project. Description of materials using photographs, drawings, catalog photos and samples or swatches should be included. Use additional sheet if necessary.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When do you plan to start this project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_When do you expect completion? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(COA is good for 6 months.) Do you wish a preliminary conference? Yes No

You **must** attend the Commission hearing/meeting to support this application:

SHPC form adopted 3/17/2016 Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Page 2, Application for COA, SHPC

## For Commission Use Only

**APPLICANT OR BUSINESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application received, date & time:** See upper right corner of page 1.

**Checklist of pre-hearing action:**

Applicant requested Preliminary Conference.

Date & time of conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Those present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant notified of hearing. Date and time of hearing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Property classifications:** Zoning code: \_\_\_\_\_\_\_\_\_

Restrictions, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACTION TAKEN BY COMMISSION: Meeting Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved

Approved with the following conditions:

Tabled pending additional data or change in design

Not approved for the following reasons:

Right of Appeal*: The applicant has the right to appeal the Commission’s decision to the Mayor and Board of Aldermen within 30 days of this determination in the manner provided by law. (See SHPC Ordinance 381 Section XI)*

**Signatures:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman, Senatobia Historic Preservation Commission

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Building Inspector

Page 3, **APPLICATION FOR COA, Checklist for Required Materials & Information**

Note: *Incomplete applications will not be placed on the agenda*. All applications require support materials. Please review the list below for materials required for a design review of your project.

**Site changes – SIGNS, fences, walks, driveways, and parking areas:**

* Photo or mockup of proposed SIGN, including all wording, colors, description of materials, placement on building and dimensions
* Description of all materials to be used for fence, walks, parking areas, driveways
* Drawings or photographs of the type of fence, wall, gate, driveway, etc., with dimensions

**Renovation or repair to existing buildings:**

For work that includes changes in design or materials of any exterior features such as roofs, windows, doors, siding, etc.

* Photographs, brochures or drawings, with dimensions, of additions or changes to design or type of features such as roofs, windows, doors, railings, etc.
* Description of all materials to be used
* Photographs of each side of the building to be renovated with details of areas of proposed work

**New construction, additions or extensive renovation or repair to existing buildings:**

* Drawing with dimensions of all affected exterior elevations
* Site plan showing location, with dimensions/required setbacks/landscaping and other site features
* Description of all materials proposed for use on the exterior – walls, roof, trim, cornice, windows, doors, etc.
* Drawings or photographs of architectural details such as columns, railings, balustrades, etc., roofs, windows and doors
* Photographs of existing building or surroundings of proposed new building
* Historic documentation (for proposed restoration to earlier appearance)

**Demolition or Relocation:**

* Condition report
* Photographs of existing building
* Documentation of economic factors (if any)
* Documentation of justification
* Site plans (for relocation within a designated local district)

***Building Permit Requirements: In addition to a COA application, building permits must be obtained from the City of Senatobia. Building permits will not be issued without proof of an approved COA.***

***For questions or more information, call City Code Enforcement Officer, 662-562-4474***