

HISTORIC PRESERVATION COMMISSION
CITY OF JEFFERSONVILLE

500 Quartermaster Court
Jeffersonville, Indiana 47130
(812) 285-6414
(812) 285-6468 Fax



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

This application must be filed 7 days prior to any meeting in order to be eligible for consideration at that meeting.

Name of Applicant: _____

Address of Applicant: _____

Telephone Numbers: Home: _____ Work: _____

Name of Owner: _____

Address of Owner: _____

Telephone Numbers: Home: _____ Work: _____

Address of property where work is to be done: _____

Present use: _____

Proposed use: _____

For new construction submit plans and specifications.

If you intend to make any changes in the following items mark yes or no. If yes, please give a detailed written description on Page 2 of this form; include available materials, pictures, drawings, paint samples, etc.

| <u>Yes</u> <u>No</u> | | <u>Yes</u> <u>No</u> | |
|----------------------|--|----------------------|--|
| _____ | Additions to existing building (s) | _____ | Removal or demolition of existing building (s) |
| _____ | Cornice, overhang, and trim portions thereof | _____ | |
| _____ | Fencing | _____ | Retaining walls |
| _____ | Masonry cleaning and tuckpointing | _____ | Roof and/or guttering and Downspouts |
| _____ | Outbuilding (s) | _____ | Siding |
| _____ | Outdoor light fixtures | _____ | Signs |
| _____ | Painting | _____ | Walks and/or driveways |
| _____ | Porches and/or awnings | _____ | Windows and doors |



Have a contractor - If so, supply his name, address, and phone number.

Approximate cost of work to be done: _____

Description of work to be done: _____

Signature of Applicant

Date

OFFICIAL USE ONLY

Approval by Board - Chairman

Approval Date

JEFFERSONVILLE HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS APPLICATION - SUPPORTING MATERIALS CHECKLIST

The following materials must be submitted with a Certificate of Appropriateness (COA) application form in order for the application to be considered complete. **All materials, including supporting materials, must be received by the posted application deadline in order for that application to be reviewed by the Historic Preservation Commission at a given meeting.** For large projects, some items (i.e. materials samples) may not be required for initial review of the project, but will need to be submitted for review before final approval can be granted.

Contact the Preservation Commission Administrator Laura Renwick, 812/284-4534 or the Building Commissioner's office, 812/285-6414, with any questions.

New construction or addition

- ❖ Site plan showing existing structures, driveways, major landscaping and location of proposed new buildings, driveways and major landscaping
- ❖ Photographs showing a view of the street with the building site and adjacent properties
- ❖ Elevations of the proposed new building or addition
- ❖ Samples of proposed exterior building materials
- ❖ Any additional supporting documentation necessary for the Historic Preservation Commission to make its decision

Rehabilitation of an existing building

- ❖ Photographs showing existing conditions
- ❖ Samples or descriptions of materials to be used
- ❖ For a substantial rehabilitation, the applicant should supply site plans, elevations, floor plans, or other additional supporting materials necessary for the Historic Preservation Commission to make its decision

Signage

- ❖ Draft of sign showing design, text, size, materials, color, and method of attachment (if applicable)
- ❖ Photograph(s) showing proposed location of sign

Parking

- ❖ Site plan showing location of parking spaces in relation to surrounding structures, number and dimension of spaces and circulation patterns
- ❖ Landscape and lighting plan
- ❖ Descriptions, photographs or samples of bike racks, benches, trash cans or other special features, if included with the parking

Special features

- ❖ Description or photograph of special feature (i.e. bench, bike rack, public art, etc.)
- ❖ Site map or photograph showing location of proposed feature