

# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

## Landmark Commission, St. Joseph, Missouri

Certificate of Appropriateness (COA) Application needs to be submitted at least eighteen (18) days prior to the Landmark Commission meeting at which it is to be heard. Landmark Commission meetings are held at 5:30 on the first Tuesday of the month.

Please submit your COA application to the Historic Preservation Planning office in Room 107 of City Hall, 1100 Frederick Avenue or by email at [kschutte@stjoemo.org](mailto:kschutte@stjoemo.org). For further information please contact the Historic Preservation Planning office at [kschutte@stjoemo.org](mailto:kschutte@stjoemo.org) or at (816) 271-5349.

All work done in conjunction with a COA must conform to the *Design Guidelines* (<https://www.stjoemo.info/DocumentCenter/View/145/Design-Guidelines?bidId=>).

All work to be done must be fully described in the application and any changes or additions must be approved by the Landmark Commission.

\_\_\_\_\_ Do you need assistance because English is a second language?

Date: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Address of the property for which the COA is being requested: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*If Federal or State permits, licensing, or monies are included in the project, a review by the State Historic Preservation Office (SHPO) may be required in conjunction with city review. If applicable, attach a list of Federal or State permits, licensing, or funds involved in the project.*

**INSTRUCTIONS:**

1. All applications must include a written Scope of Work. In the space provided below (utilize additional pages if necessary), please describe the nature and extent of the proposed work. Be sure to include a description of materials to be used. Please be as detailed as possible.
2. Please check the applicable category below and provide the listed materials:
  - a. \_\_\_\_\_ EXTERIOR ALTERATION: Photograph(s) and sketch(es) showing existing conditions and proposed changes for each affected area.
  - b. \_\_\_\_\_ NEW CONSTRUCTION: a) Plot plan showing all new construction on proposed site; b) preliminary or final drawings showing proposed design of new construction or new addition (elevation required); and c) descriptions, samples, and specifications indicating materials and textures to be used on exterior construction.
  - c. \_\_\_\_\_ SIGNAGE: a) Photograph(s) of building or site affected; b) sketch, drawing, or photograph of proposed sign design with dimensions and description of materials to be used; c) sketch, plot plan, or description of proposed sign location on the building or site; and d) plot plan showing building and lot dimensions (necessary to determine allowable sign area). City Code Sec. 31-130(e) Signs on historic landmarks and in historic districts.
  - d. \_\_\_\_\_ BUILDING RELOCATION: a) Photograph of the building, structure, or object to be relocated; b) photograph of the proposed relocation site for the building, structure, or object; and c) a plot plan showing the exact current building location.

**SCOPE OF WORK:** Describe in detail the work to be performed. Attach additional sheets if necessary. Please include photographs or sketches if appropriate.

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

