



Certificate of Appropriateness - Application

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

(# \_\_\_\_\_)

Name of Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Location of Property (Address, Lot & Parcel No.) where work is to be performed \_\_\_\_\_

Age of Structure \_\_\_\_\_ Listed on National Register? \_\_\_ Yes \_\_\_ No

Current use: \_\_\_\_\_

**Description of Work: See Page x of this application for additional information to be submitted with application. All information submitted will be retained by the Brownsville Historic Zoning Commission.**

\_\_\_ New Construction  
\_\_\_ Demolition

\_\_\_ Exterior  
\_\_\_ Alteration or Repair

(Check all items below that apply)

\_\_\_ Architecture features ((Decorative ornamentation)  
\_\_\_ Awnings or Canopy  
\_\_\_ Deck  
\_\_\_ Door  
\_\_\_ Façade (elements or materials)  
\_\_\_ Fence  
\_\_\_ Guttering  
\_\_\_ Light Fixture(s)  
\_\_\_ Parking Lot (paving / landscaping)  
\_\_\_ Porch (columns, flooring, trim, etc.)  
\_\_\_ Material changes (wood, brick, metal)  
\_\_\_ Retaining walls  
\_\_\_ Roofing (any alterations)  
\_\_\_ Shutters  
\_\_\_ Sidewalks  
\_\_\_ Siding (any alteration)  
\_\_\_ Signs (size \_\_\_\_\_)  
    Lighted? \_\_\_ Yes \_\_\_ No  
\_\_\_ Windows  
\_\_\_ Other (if not listed above)

ARCHITECT \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

STRUCTURAL ENGINEER (if required)

Phone \_\_\_\_\_

Address \_\_\_\_\_

Who will represent the owner before the Historic Zoning Commission? (Representative should have the authority to commit owner to make changes that may be suggested or required by the Historic Zoning Commission. Someone must be present at the meeting to answer questions.)

Name \_\_\_\_\_

Relationship to Owner: \_\_\_ Self \_\_\_ Lessee \_\_\_ Contractor \_\_\_ Architect \_\_\_ Other: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**I have read and understand the information all four pages concerning this application.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INFORMATION TO BE SUBMITTED WITH YOUR APPLICATION

Attach the following information for each category of work proposed.

### Exterior Alteration(s) or Repair(s)

List and describe in detail all work to be done for each item checked on the front page of the application. Include the following materials when appropriate:

- Sketches, photographs, specifications, manufacturer's illustrations or other descriptions of proposed changes to the building's exterior. Major alterations to architectural features require detailed drawing plans.
- Photos and descriptions of existing original materials. Also include photos, descriptions and dimensions of proposed work (samples of new materials may be requested).

### New Construction

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

- Site plan with measured distances (include landscaping).
- Elevation drawings at ¼ inch scale of each affected façade and specification which clearly show the exterior appearance of the project.
- Samples or other description of materials to be used.
- Drawing or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.
- Photos of proposed site and adjacent properties.

Note - New construction will require Planning Commission approval.

### Demolition of Structure(s)

- Describe the structure's condition, historical significance and reason for demolition (include photos of structure).
- Describe the proposed reuse of the site including information required for the new construction of a structure.
- Note - Demolition permit is required from the Building Code Inspector

### Public Hearing

- The Historic Zoning Commission shall hold a regular public hearing at City Hall on the 3<sup>rd</sup> Thursday of each Month and shall be in accordance with the provisions of the "Sunshine Law."
- Deadlines: Application must be completed and submitted to the Brownsville City Hall by 12:00 p.m. (noon) ten business days prior to the meeting.
- The owner or representative must attend the hearing. Representatives must be documented on the application. If there is no one to present the application, it will not be considered for a Certificate of Appropriateness.

### Public Hearing (continued)

- Each applicant will be allowed to present the proposed work to the Historic Zoning Commission. The presentation should be concise and to the point.
- Certificate of Notification: A letter will be sent to notify the owner (and/or representative) of the date, time and place of the meeting.
- Certificate of Decision: A letter with an attached signed application will notify each applicant of the Historic Zoning Commission's final decision on a Certificate of Appropriateness.

### Please Note:

This Certificate of Appropriateness is not a building permit or certification of zoning clearance, and does not relieve the responsibility of filing for and obtaining a building permit or Planning Commission approval where required, and following all other applicable codes, ordinances and variances of the City of Brownsville.

### Submission of Application:

- Please complete these forms and submit them AT LEAST TEN (10) BUSINESS DAYS PRIOR to the regularly scheduled meeting of the Historic Zoning Commission Meeting.

Signature of owner/agent:

\_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY STAFF

Application Received by:

\_\_\_\_\_ Date \_\_\_\_\_



## Certificate of Appropriateness Determination (# \_\_\_\_\_)

\_\_\_\_\_ Staff approved application – No official action required

\_\_\_\_\_ Application approved – Met all requirements

\_\_\_\_\_ Application tabled pending further information:

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\_\_\_\_\_ Application approved with the following conditions:

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\_\_\_\_\_ Application not approved (see comments below)

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I \_\_\_\_\_ understand the actions of the staff or the Historic Zoning Commission for a Certificate of Appropriateness.

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

\_\_\_\_\_  
Historic Zoning Commission Officer      Date \_\_\_\_\_