

## **HISTORIC PRESERVATION COMISSION APPLICANT CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS**

Per Zoning Ordinance Sec. 5-307. Historic Districts and historic landmarks section (13) the following documentation is required to complete the application for Certificate of Appropriateness.

Certificate of Appropriateness Application Procedure. Prior to the commencement of any work, the owner shall file an application for a Certificate of Appropriateness with the Director of Planning or is designee. The application shall contain such drawings, photographs, plans and documentation as may be required by the Director of Planning or Commission. Typical requirements shall include:

- \_\_\_\_\_ (a) Name, address, telephone # of applicant, and a detailed description of proposed work
- \_\_\_\_\_ (b) Location and current photograph of the property and adjacent properties, Historical Photographs are also helpful.
- \_\_\_\_\_ (c) Scaled elevation drawings of the structure and the proposed changes showing all sides Of the structure which are visible by pedestrians from any public street, sidewalk or pathway.
- \_\_\_\_\_ (d) Building material schedules must include all façade materials: Foundation, walls, trim, Windows and doors.
- \_\_\_\_\_ (e) **LEGIBLE** scaled site plan detailing the placement of the structure on the lot
- \_\_\_\_\_ (F) Samples of materials to be used and product brochures.
- \_\_\_\_\_ (g) If the proposal includes signs or lettering, a scaled drawing showing the type of lettering to be Be used, all dimensions and colors, a description of materials to be used, method of Illumination (if any), and a plan showing the sign's location on the property.
- \_\_\_\_\_ (h) Any other information which the City Staff or Historic Preservation Commission may deem Necessary in order to visualize the proposed work.

No Building permit shall be issued for such proposed work until Certificated of Appropriateness has first been issued by the Historic Preservation Officer of the Historic Preservation Commission. The Certificate of Appropriateness required by any other ordinance of the City of Lake Charles.

### **1. SCALED SITE PLAN:** 1" = 10' OR 1" = 20" **LEGIBLE** at scale submitted to City

- (a) Dimensions of structure(s) – proposed & existing
- (b) Dimensions of parcel
- (c) Setbacks of structure(s) from each property line
- (d) Proposed and/or existing curb cuts, parking facilities, & buffering
- (e) Adjacent property land uses

### **2. CURRENT LEGAL DESCRIPTION OF PROPERTY**

### **3. LETTER OF INTENT BY APPLICANT**

- (a) Name and address of applicant
- (b) Location and description of development and/or proposed establishment
- (c) Signature of applicant

### **4. Verification of ownership and/or owner's consent letter**