

certificate of appropriateness overview and checklist

Application Details

Applications for Certificate of Appropriateness shall be made at the office of the Codes Official of the City of Lewisburg. The Codes Official shall notify the Historic Zoning Commission of such applications, which shall be in the form of preliminary scale drawings and specifications, and such other documents as are appropriate to acquaint the commission with the details of the proposed project. If the preliminary drawings and other data are sufficiently clear, the Commission may grant final approval upon the basis of them. However, the Commission shall have the power to require drawings signed by registered architects or engineers and such other documentation as required.

Application Deadlines:

Applications and support materials must be submitted approximately 30 days prior to the regular Historic Zoning Commission (HZC) meeting. Regular HZC meetings take place on the 3rd Monday of each month typically at 10:00 AM in the Council Chambers at City Hall (131 E Church St).

All applications for COAs received by the Codes Official ten (10) days prior to the next regularly scheduled meeting of the Historic Zoning Commission shall be considered by the Commission at the next meeting date.

Application Representation:

The applicant or an authorized representative of the applicant must attend the public HZC meeting to support the application.

General Overview

Below is the process for obtaining a COA from the City of Lewisburg:

Step 1: Pre-submittal Conference with City Staff (optional)

- Determination of approval need
- Inquire about available Financial Incentives

Step 2: Apply for Certificate of Appropriateness (COA)

Step 3: Address comments on submittal, if any Step 4:

Attend scheduled HZC meeting

Step 5: If approved, obtain building permit. If denied, appeal to the courts.

Design Guidelines

The Downtown Lewisburg Historic Overlay District Design Guidelines contain guidelines for the most commonly proposed changes. The HZC uses the design criteria when reviewing applications for COAs. Please refer to the guidelines prior to submitting an application.

Application Checklist

All COA applications must be complete and include the required supporting materials listed on the reverse side of this form. A complete application includes the following:

- Seven (7) collated copies of the application and all supporting materials must be submitted to the Codes Official for review.
- Disk, flash drive, or email of PDFs of all materials submitted for review.

Incomplete COA applications will not be forwarded to the HZC for consideration. Contact the Codes Official for questions about fees, the approval process, or applicable guidelines.

certificate of appropriateness application

Applicant*

**NOTE: If applicant is not the owner, a letter from the owner authorizing proposed work must be included.*

Name		Phone	
Address		Email	

Property Owner

Name		Phone	
Address		Email	

Project Type

Please check the project type:

New Construction

- Primary building
- Accessory structure

Additions

- Exterior walls
- Openings (Storefronts, doors, windows, etc.)
- Roofs
- Attachments (Awnings/canopies, porches/stoops, bays, chimneys, decks, etc.)

Rehabilitation/Alterations of Existing Buildings

- Exterior walls
- Openings (Storefronts, doors, windows, etc.)
- Roofs
- Attachments (Awnings/canopies, porches/stoops, bays, chimneys, decks, etc.)

Accessory Elements

- Accessibility
- Lighting
- Driveways

Landscaping and Screening

- Foundation Plantings
- Fences and Walls
- Screening

Demolition and/or Relocation

- Full demolition
- Partial demolition
- Relocation

Miscellaneous

- Exterior Painting
- Other (explain below)

Project Specifics

Property Parcel/ Tax ID Number			
Address			
Existing Zoning:		Existing Land Use:	
Lot Size:			
Square footage of proposed additions /new construction:	<i>Existing:</i> _____ <i>Proposed:</i> _____		
Height of new structure/proposed additions:	<i>Existing:</i> _____ <i>Proposed:</i> _____		
Please describe the project in detail below: (type, size, materials, etc.)			

In filling out this application, I attest that I am familiar with the rules, regulations, and procedures of the City of Lewisburg and the Historic Zoning Commission. I (we) also acknowledge that (I am)/(we are) the owner(s) of the property described.

_____	_____	_____
<i>Applicant Name</i>	<i>Applicant Signature</i>	<i>Date</i>
_____	_____	_____
<i>Property Owner Name</i>	<i>Property Owner Signature</i>	<i>Date</i>