



CHECKLIST FOR AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

This checklist is designed to help you ensure that you submit everything required for a certificate of appropriateness application and that you fill out the application form completely. Applications that are complete and submitted to the Zoning and Subdivision Section office by 5:00 P.M. on deadline day (see Processing Time Schedule) will be processed for the next scheduled Landmarks Board meeting. Incomplete applications **will be rejected** and not placed on an agenda. Close attention to this checklist will help avoid a delay in your case being heard by the Landmarks Board.

APPLICATION FORM:	
	Has the current property owner signed the application? If an authorized representative signs for the property owner, a power of attorney must be attached to the application which authorizes the representative to sign for the property owner. If the current owner is a corporation, have you put the corporate seal on the application?
	Have you included the current property owner's name, address and telephone number?
	Have you included the complete property address? If a portion or portions of different properties are to be impacted by the proposed work, each property should be included.
	Have you completed <u>all</u> sections of the application? If any portion of the application is not complete the application may not be processed and forwarded to the Landmarks Board for review. If any portion of the application is not applicable, the application should indicate why it is not applicable.
	Have you listed or included any other relevant information that will help the Landmarks Board complete a thorough review of the site or structure, such as historic names relevant to the site, historic photographs or literature?
	Have you included a site plan, elevations, drawings, plans, product literature, samples, or other required materials to support your request to the Landmarks Board?
COPIES:	
	Have you included 5 hard copies and a digital copy of your application (less the Instructions section), site plan, elevations, photographs or other relevant attachments?
	Are the copies of elevations, site or construction plans on sheets no larger than 11 inches by 17 inches?

Requests for Tabling. Any applicant may request the tabling of an application by submitting such request in writing to Zoning & Subdivision Services at least 48 hours in advance of the scheduled meeting at which the application is to be considered. If a request is made less than 48 hours in advance of such meeting, the Board may, upon good cause shown, table such item upon its own motion.