



COMMUNITY DEVELOPMENT
Certificate of Appropriateness
Application

Permit #:
Date:

Property Address: _____

Use of Property: _____

Applicant: _____

Address: _____

Phone: _____ Email: _____

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

* Note: If the applicant is different from the owner, attach a letter authorizing application and proposed change.

Briefly describe the proposed project:

PROPOSED ALTERATIONS
• New Construction, additions or extensive renovation or repair to existing buildings
• Renovations or repair to existing buildings, including changes in design or materials of roofs, windows, doors
• Site changes: tree removal, changes to or additions to fences, walks, driveways, parking areas, signs
• Demolition or relocation
See checklist on back for required support materials for each category

NOTES
• Appropriate support materials as required for each proposed change must be submitted to complete this application.
• Incomplete applications will not be reviewed by the Brandon Historic Preservation Commission
Deadline: Applications and all support materials must be submitted by 5 p.m. seven (7) days prior to the regular Brandon Historic Preservation Commission meeting.
FOR COMMISSION USE ONLY:
RECEIVED: _____ REVIEWED: _____
APPROVED: _____ DENIED: _____



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APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Please place a check by the item below that you are submitting with this application. All applications require support materials.

NEW CONSTRUCTION, ADDITIONS OR EXTENSIVE RENOVATIONS, OR REPAIR TO EXISTING BUILDINGS

- Drawings to scale with dimensions of all affected exterior elevations
- Site plan to scale showing dimensions, setbacks, landscaping, and other site features
- Flood plan to scale, with dimensions as they impact exterior of building
- Description of all materials proposed for use on the exterior- walls, roof, trim, cornice, windows, doors, etc.
- Drawings or photos of architectural details such as columns, railings, balustrades, roofs, windows, doors, etc.
- Photographs of existing building or surroundings of proposed new building.
- Historic documentation (for proposed restoration to earlier appearance).

RENOVATION OR REPAIR TO EXISTING BUILDINGS (Work that includes changes in design or material of exterior features such as roofs, windows, doors, siding, etc.)

- Photographs, brochures, or drawings to scale with dimensions of additions, changes to design, or changes to features such as roofs, windows, doors, railings, etc.
- Description of all materials to be used
- Photographs of each side of the building to be renovated with detail areas of proposed work.

SITE CHANGES- TREE REMOVAL, FENCES, WALKS, DRIVEWAYS, PARKING AREAS, AND SIGNS

- Site plan with dimensions showing placement of any proposed changes or additions
- Description of all materials to be used
- Drawings to scale or photographs of the type of fence, wall, gate, or sign with dimensions.

DEMOLOTION OR RELOCATION

- Condition report
- Photographs of existing building
- Documentation of economic factors (if any)
- Documentation of justification
- Site plans (for relocation within a designated local district)