COMMUNITY DEVELOPMENT

Certificate of Appropriateness Application

DATE RECEIVED

PERMIT NUMBER

Property Address	Use of Property
Applicant	Contact Name, if applicable
Street Address	Primary Telephone
City / State / Zip Code	Email
Property Owner*	Contact Name, if applicable
Street Address	Primary Telephone
City / State / Zip Code	Email

Briefly describe the proposed project:

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

Proposed Alterations Requiring C.O.A.

- New construction, additions or extensive renovation or repair to existing buildings
- Architectural 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 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 5:00 p.m., seven (7) days prior to the regular Brandon Historic Preservation Commission meeting.

Permit Holder's Signature: _____ **Date:** _____

permitting@brandonms.org

Revised: 07/18/2017

COMMUNITY DEVELOPMENT

Certificate of Appropriateness
Application

Please place a check by each 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).

Architectural Renovation or Repair to Existing Buildings

- ☐ 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.

Demolition 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)