



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:					
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*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



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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)