

Springfield Historic Landmarks Commission

Application for Certificate of Appropriateness

"A Certificate of Appropriateness must be issued by the Springfield Historic Landmarks Commission whenever the owner of a property within a historic district or the owner of a listed property desires to make any change in design, color, texture, material or exterior features, including the construction, reconstruction, alteration, demolition or the erection of a sign, or any change in environmental features." (City of Springfield Ordinance 91-90, Chapter 1321.)

Please fill out all portions of the attached form which applies to the work items you are intending to perform. When describing the work items provide:

- Detailed description(s) of the proposed work**
- Materials list**
- Sketches or drawings clearly showing the proposed work, as applicable**
- Color or materials samples, as applicable**
- Anticipated schedule and timetable to complete the repairs**
- Photographs of the structure including views of all sides, "streetscape" views showing the relationship of the structure to other properties on the street, and detailed photographs of all exterior areas where the proposed work is to take place.**
- Rationale for alterations as proposed**

Please provide as much detail as possible. Attach additional pages, as necessary.

All work items approved by the Commission will be inspected to insure compliance with the Commission's actions. The materials and plans submitted as part of your application will form the basis for subsequent inspection(s) by the City's Inspections Services Division. To schedule an inspection you must call 324-7389 at least twenty-four (24) hours in advance of the inspection request. Inspections Services is open from 8:00 PM until 5:00 PM, Monday through Friday.

For information concerning the Certificate of Appropriateness procedures, please contact Mark Luttrell at 324-7662.

___ Emergency Repair

___ Other

DETAILED DISCUSSION OF PROPOSED WORK

Painting

Trim _____ (Color)

Base _____ (Trim)

Other _____ (Color)

Is color selection based on historic paint color research?

Explain. _____

Masonry Repointing/Cleaning

Cleaning Technique _____

Mortar composition _____

Window Repair/Replacement/Addition

Explain. _____

Door Repair/Replacement/Addition

Explain. _____

Gutters and Downspouts Repair/Replacement/Addition

Explain. _____

Roof Repair/Replacement/Addition

Explain. _____

Demolition

Explain reasons for demolition. _____

Addition

Describe design and placement. _____

Residing

Describe reasons and materials to be used. _____

Landscaping

Explain. _____

Emergency Repair

Describe emergency and proposed work. _____

Other

Describe any work not previously discussed. _____

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Applicant's Signature

Date

Owner's Signature

Date

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For Commission Use Only

____ Proposed activity is deemed within the authority of the Springfield Historic Landmarks Commission Secretary

____ Proposed activity is ____ approved ____ denied

____ Proposed activity is beyond the authority of the Springfield Historic Landmarks Secretary. Your proposal will be submitted to the Springfield Historic Landmarks Commission at its meeting to be held on _____.

____ Proposed activity is deemed to be ____ appropriate ____ inappropriate and a Certificate of Appropriateness is hereby ____ issued ____ not issued. If applicable, the reasons for denial and recommendations, if any, of the Springfield Historic Landmarks Commission are attached.

Secretary
Springfield Historic Landmarks Commission

Date