



HPC Case No. _____

Meeting Date _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

LOCATION

Address: _____

Property Name (historic or common): _____

OWNER INFORMATION

Name: _____ Phone: _____

Address: _____

FORM PREPARED BY (if other than owner)

Name: _____ Phone: _____

Address: _____

Relationship to Owner: _____

*A notarized letter of consent from the legal owner is required.

What is this Certificate of Appropriateness for? (Check all that apply)

Construction (major)

New addition

Façade improvement (i.e. new materials, windows, doors, etc.)

Alterations (minor)

Painting

Lighting

Roofing

Signage

Replacement of doors, windows, etc. with same or similar design

Demolition

Partial demolition

Full demolition

DESIGN GUIDELINE CRITERIA

(*Any changes must meet the following criteria to be considered historically appropriate).

Note: please write N/A under the criteria that do not apply to your scope of work.

1. Height: The height of any proposed alteration or construction should be compatible with the style and character of the landmark and with surrounding structures in a historic district:

2. Proportions of windows and doors: The proportions and relationships between doors and windows should be compatible with the architectural style and character of the landmark and with surrounding structures within a historic district:

3. Relationship with building masses and spaces: The relationship of a structure within a historic district to be open space between it and adjoining structures should be compatible:

4. Roof shape: The design of the roof should be compatible with the architectural style and character of the landmark and surrounding structures in a historic district:

5. Landscaping: Landscaping should be compatible with the architectural character and appearance of the landmark and of surrounding structures and landscapes in historic district:

6. Scale: The scale of the structure after alteration, construction, or partial demolition should be compatible with its architectural style and character and with surrounding structures in a historic district:

7. Directional expression: Facades in historic districts should blend with other structures with regard to directional expression. Structures in historic districts should be compatible with the dominant horizontal or vertical expression of surrounding structures. The directional expression of a landmark after alteration, construction, or partial demolition should be compatible with its original architectural style and character:

8. Architectural details: Architectural details including materials, colors, and textures should be treated so as to make a landmark compatible with its original architectural style and character and to preserve and enhance the architectural style or character of a landmark or historic district (*Ord. No. 86-31, '1, 3-17-86*):

SUPPORTING DOCUMENTS

- A. Detailed Project Description
 - i. Scope of work
 - ii. Material changes and colors for painting, lighting, doors, windows, roofing, etc. (please provide paint chips, brochures, images, etc. for support)
 - iii. Contractor and/or Engineer information who plans on doing the work
 - iv. Estimated timeline for construction
- B. Drawings (for new additions and major façade changes only)
 - i. Building elevations
 - ii. Any other drawings requested by the Design Review Standards and Historic Preservation Commission to get a better understanding of proposed changes
- C. Photographs (for new additions and major façade changes only)
 - i. To ensure that the proposed changes are historically appropriate

***Applications must be received by the last Friday of the month to be included on the agenda of the regularly scheduled meeting for the following month. Historic Preservation Commission meets on the third Tuesday of each month. (For example, if your project needs to be approved at the February meeting, your application should be submitted by the last Friday of January).**

***If your project is located in the Sunshine Lamp Historic District (100-700 Block of S. Main; 500 Block of S. Joplin), your application must be presented to the Design Review Standards board before being sent to the Historic Preservation Commission for final approval. The Design Review Standards board meets on the second Thursday of each month.**

***All projects require the applicant, or someone who can represent the applicant, at all meetings related to their project to answer any questions and present their project plans.**

Please submit completed nomination forms to:

Planning & Community Development
Joplin City Hall
602 S. Main Street
Joplin, MO 64801

Please sign below once the nomination form is complete and ready for submittal:

Printed Name: _____

Signature: _____ Date: _____