PROCEDURAL NOTES ON ALL HPC FILINGS

THE HISTORIC PRESERVATION COMMISSION MUST HAVE FULL AND ACCURATE INFORMATION IN ORDER TO PROPERLY COMMUNICATE WITH PROPONENTS AND TO CONSIDER AND TO MAKE DECISIONS ON CERTIFICATES OF APPROPRIATENESS WHICH ARE FILED AS WELL AS TO MAINTAIN PROPER RECORDS OF DECISIONS. THEREFORE, THE FOLLOWING ITEMS MUST (MANDATORY) BE ON CERTIFICATES OF APPROPRIATENESS OR ATTACHED THERETO. FILINGS WHICH DO NOT CONTAIN THESE ITEMS WILL NOT BE CONSIDERED BY THE HISTORIC PRESERVATION COMMISSION:

1. THE COA APPLICATION MUST BE COMPLETED (EVERY BLANK) WITH APPROPRIATE PHONE NUMBERS AND E-MAIL ADDRESSES FOR ALL PERSONS NAMED. IT MUST ALSO BE DATED.
2. COMPLETE CONSTRUCTION TYPE PLANS OR DRAWINGS OF THE WORK TO BE DONE. IF A NEW ADDITION OF ANY TYPE IS REQUESTED, A SITE PLAN/SURVEY MUST BE FURNISHED SHOWING WHERE ON THE PROPERTY THE ADDITION WILL BE MADE. IT IS NOTED THAT CURRENT BUILDING AND PLANNING DEPARTMENT PROCEDURES REQUIRE A SURVEY FOR MOST ADDITIONS, THEREFORE, THIS REQUIREMENT BY THE HPC SIMPLY REQUIRES THAT THE HPC ALSO BE ALLOWED TO CONSIDER THIS SAME SURVEY INFORMATION. A NARRATIVE OF THE ABOVE IS NOT SUFFICIENT.
3. PICTURES OF ALL FOUR SIDES OF ANY BUILDING WHERE WORK WILL TAKE PLACE
4. CLOSE UP PICTURES OF ACTUAL SITE AREAS WHERE WORK WILL BE PERFORMED.
5. SPECIFIC MATERIALS LISTING OF ALL MATERIALS TO BE USED AND WHERE THEY WILL BE USED. FOR REPLACEMENT OF ROOFS WITH EXACTLY THE SAME TYPE OF ROOF, NOTE THIS, AND ALSO NOTE THAT THE NEW ROOFING WILL BE EXACTLY THE SAME MATERIAL, TEXTURE, COLOR AND DESIGN IN ORDER TO BE CONSIDERED FOR EXPEDITED PROCESS.