

*For Building Department Use Only:*

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Meeting Date: \_\_\_\_\_



**DECATUR HISTORIC PRESERVATION COMMISSION**  
**CERTIFICATE OF APPROPRIATENESS APPLICATION**

Please list your name, email and contact number so we may contact you if we need additional information.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

***Certificates of Appropriateness (CoA's) and items for public discussion must be submitted at least 14 days prior to the scheduled meeting for placement on the agenda. Please submit to the City of Decatur, Building Department, 402 Lee Street, Decatur, AL or by email: dbreland@decatur-al.gov Meetings are held on the second Thursday of each month, at 5:30pm, at the Union Depot Building, 701 Rail Road Street.***

***All work specifications must be completed as presented and approved. The commission will not review new CoAs if applicant has a prior CoA out of compliance. In addition to a CoA application, most proposals will require permitting from the Building Department. Building or demolition permits in the historic districts will not be issued without proof of an approved CoA. After application approval, the CoA is valid for one (1) year.***

***Questions? Please contact the program coordinator at 256-341-4818***

# DECATUR HISTORIC PRESERVATION COMMISSION

## Decatur Historic District Design Review Guidelines:

The Design Review Guidelines for the City of Decatur provide guidance for most commonly proposed changes. The commission consults the design review guidelines when reviewing CoA applications. The guidelines are available at: <https://www.decaturlabamausa.com/departments/historic-preservation-commission/>

Request is to:  repair property  alter property  new construction  demolition  other

Property Location: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_

Owner's E-mail Address: \_\_\_\_\_

Brief description of the work to be performed:

Please fill out *only* if property owner will not be attending the meeting:

Appointed Representative: \_\_\_\_\_

Architect  Contractor  Other \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## **DISPOSITION BY DECATUR HISTORIC PRESERVATION COMMISSION**

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Approved as Modified: \_\_\_\_\_

# DECATUR HISTORIC PRESERVATION COMMISSION

***Incomplete applications will not be accepted. Please review the check list and ensure that all required information is submitted.***

**( ) Repairs to existing construction**

**Required Documentation:**

Photographs of **all** building elevations with details of are impacted by the repairs  
Dimensioned construction drawings for large projects  
Proposed materials/finishes

**( ) Alterations and/or additions to existing construction**

**Required Documentation:**

Photographs of **all** building elevations with details of are impacted by the repairs  
Scaled site plan  
Dimensioned construction drawings for large projects (floor plans, elevations, roof plan)  
Proposed materials/finishes  
Historic images if possible

**( ) New buildings or outbuildings (please contact staff for an informal review before submitting a CoA)**

**Required Documentation:**

Scaled site plan  
Dimensioned construction drawings for large projects (floor plans, elevations, roof plan)  
Proposed materials/finishes

**( ) Alterations or new site features (landscaping, driveways/sidewalks, fences, pools, gazebos, etc.)**

**Required Documentation:**

Scaled site plan  
Dimensioned construction drawings for proposed structures like pools, gazebos, etc.  
Photographs of building elevations where the work will be located  
Proposed materials/finishes

**( ) Demolition of Existing Structure (Demolition is inappropriate unless warranted by structural conditions, endangered public safety, or economic hardship as defined by city ordinance 90-2882A.)**

**Required Documentation:**

Photographs of all building elevations  
Condition report compiled by a registered professional per city code section 18-25

**( ) Other (describe)**