

Certificate of Appropriateness Application

Newton Historic Preservation Commission



PROPERTY OWNER/CONTACT INFORMATION

PROPERTY OWNER NAME: _____

ADDRESS: _____ CITY/ZIP: _____

REPRESENTATIVE/CONTRACTOR: _____

ADDRESS: _____ CITY/ZIP: _____

EMAIL ADDRESS: _____

PARCEL INFORMATION (IF KNOWN)

PROPERTY ADDRESS: _____

HISTORIC DISTRICT: _____ HISTORIC STATUS: LR / SR / NR / NA

PROJECT DESCRIPTION

- | | |
|--|--|
| <input type="checkbox"/> NEW CONSTRUCTION | <input type="checkbox"/> EXTERIOR MAINTENANCE/REPAIR |
| <input type="checkbox"/> EXTERIOR REHABILITATION | <input type="checkbox"/> EXTERIOR ADDITION |
| <input type="checkbox"/> STRUCTURAL REPAIR | <input type="checkbox"/> NON-STRUCTURAL REPAIR |
| <input type="checkbox"/> INTERIOR REHABILITATION/REMODEL | <input type="checkbox"/> SIGN/AWNING INSTALLATION |
| <input type="checkbox"/> OTHER: _____ | |

DETAILED PROJECT DESCRIPTION (please use additional pages if needed)

Describe in detail the proposed project including any materials to be removed, new materials to be used, and design elements that will be affected (i.e. windows / doors / roof / brick / foundation / proposed colors etc.

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

- Photographs of your property and the location to be affected by your project. (Please note, city staff may visit the site for additional pictures)

- Site plan/drawings of the proposed work to provide a visual of the finished project.
- Written description of the materials to be used and construction techniques.
- Material sample (if available).
- If your project includes signage and/or awning, please include a scale drawing indicating lettering type, dimensions, materials, colors, locations, and method of illumination (if applicable).

INITIAL YOU HAVE READ THE FOLLOWING:

____ You (applicant) and/or applicant representative are encouraged to attend the meeting of the Newton Historic Preservation Commission held on the first Monday of every month at 6:00 pm in the Newton City Commission Chambers at 201 E 6th Street. Your presence will provide the HPC with a resource for questions regarding the project and will allow you to present additional details not already stated. Should you choose not to attend, review of your project may be postponed to the following meeting at the discretion of the HPC to allow for any adequate information to be provided.

____ Issuance of a Certificate of Appropriateness letter does not constitute issuance of a building permit by the City of Newton Engineering Department. Nor does it constitute approval of any Federal or State Tax Credit Application.

____ Any changes to the project after the completion of a review will require a new COA application and presentation.

OWNER OF RECORD SIGNATURE: _____ DATE: _____

OWNER REPRESENTATIVE SIGNATURE: _____ DATE: _____

--- FOR OFFICE USE ONLY ---

DATE RECEIVED: ____/____/____

DATE REVIEWED: ____/____/____

DECISION: _____

NOTES/CONDITIONS: _____

 Preservation Planner