



COMMUNITY DEVELOPMENT
PLANNING & ZONING
201 East Broadway
Excelsior Springs, MO 64024
Phone: (816) 630-0756

FOR OFFICE USE ONLY
Fee: _____
Date Received: _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Case No. _____
Administrative HPC
(for office use only)

Date: _____ Property Address: _____
Applicant: _____ Telephone No.: _____
Applicant's Mailing Address: _____
Email: _____
Owner (if different from Applicant): _____

Historic District: Hall of Waters Elms Boarding House

• *If Federal or State permits, licensing, or monies are included in the project, a review by the State Historic Preservation Office (SHPO) may be required in conjunction with city review. If applicable, attach a list of Federal or State permits, licensing or funds involved.*

Check all that apply:

Contributing Non-contributing Commercial Residential

Type of work proposed (Check applicable categories)

_____ EXTERIOR ALTERATION _____ NEW CONSTRUCTION
_____ SIGNAGE _____ DEMOLITION
_____ BUILDING RELOCATION _____ REGRADING/FILL

Applicant Signature

Reviewed, Planning & Zoning Director

Approved, HPC Chairman

Disapproved, HPC Chairman

Approved Building Official

Disapproved Building Official

INSTRUCTIONS FOR COMPLETING AND FILING THE CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

Historic Preservation Commission meetings are held **on the second Wednesday of each month at 5:00 P.M.** in the Council Chambers, second floor of the Hall of Waters, 201 E. Broadway. **Completed COA applications should be received no later than three weeks prior to the meeting (please refer to attached schedule), to be placed on the agenda and included in Commission packets. While late submittals are not encouraged, we recognize that occasionally circumstances may necessitate, however, any COAs received after 12:00 PM on the Monday, the week prior to a Commission meeting, will not be considered until the next scheduled HPC meeting.**

The Historic Preservation Commission will act on the application at the next available meeting. A completed application accompanied by a fee of \$35, as specified in the City fee schedule, is required to process any application that requires Historic Preservation Commission approval. Please make checks payable to: The City of Excelsior Springs. Please print or type all of the required information to ensure that the application is promptly expedited. Please return completed application with appropriate filing fee to:

Community Development Department
City of Excelsior Springs
201 East Broadway
Excelsior Springs, Missouri 64024

It is recommended that the applicant arrange a meeting with the Community Development Department prior to submitting an application for Certificate of Appropriateness. City staff can be reached at 816-630-0756 **The applicant, property owner, or authorized agent should attend the Historic Preservation Commission meeting when the COA is reviewed.**

The applicant agrees that all work performed in conjunction with a Certificate of Appropriateness will be in conformance with the Design Guidelines and *The Secretary of the Interior's Standards/Guidelines* if not otherwise specified in approval of the Certificate. Applicants are encouraged to refer to the Historic Preservation Design Guidelines developed for the Hall of Waters Historic District located on the Historic Preservation Commission's web site at www.eshpc.org. All work will be fully and completely described in this application and no changes or additions will be made without approval of the Historic Preservation Commission or by the granting of a new Certificate of Appropriateness.

All applications must include a written PROJECT DESCRIPTION. In the space provided or on additional sheets, describe the nature and extent of the proposed work. Include a listing of materials, colors, and dimensions when applicable. Provide sufficient detail to allow the Historic Preservation Commission to make an informed decision regarding appropriateness. Scaled drawings, or drawings stamped and signed by a licensed engineer or architect are not necessarily required unless a building permit is required for

the proposed project. However, all other drawings must accurately show details, proportion and scale of proposed project and property boundaries. Some projects may require a survey to be conducted by a licensed surveyor in the state of Missouri.

For each specific type of activity, attach the following materials:

EXTERIOR ALTERATION (Such as installation/replacement of siding, windows, roofing, fencing, lighting, construction of an addition, walkways, etc.): Provide photograph(s) and sketch(es) showing existing conditions and proposed changes, including materials and colors, for each affected area. Manufacturer's samples or brochures may be included.

NEW CONSTRUCTION: Plot plan showing all new construction on proposed site. Preliminary or final drawings showing proposed design of new construction or new addition (elevation required); and descriptions, samples and specifications indicating materials and textures used on exterior construction.

SIGNAGE: Photograph of building or site affected. Sketch, drawing or photograph of proposed sign design with pertinent dimensions, colors, and materials description; Sketch, plot plan or description of proposed sign location on building or site.

DEMOLITION: Photographs (exterior and interior) of buildings to be demolished (include photos of all elevations and at least one streetscape photo). Written description of structure's condition. Detailed structural analysis performed by a qualified individual. Estimated list of repairs and costs.

BUILDING RELOCATION: Photographs of building/structure/object to be relocated. Photographs of proposed site for relocated building/structure/object. Plot plan showing the exact building location.

REGRAVING/FILL: Identify the source of fill material and extent of work to be undertaken.

For further information, contact the Administrative Assistant at (816) 630-0756.