

# APPLICATION FOR A CERTIFICATE OF HISTORIC APPROPRIATENESS



## PURPOSE:

A Certificate of Historic Appropriateness is a written authorization given by the Landmarks Commission before the issuance of any permit (including building, demolition, sign or engineering permits) which affects any designated, or formally nominated, historic resource or district on the Ogden City Register of Historic Resources. The certificate is the official approval for the project and verification that the proposed work is in compliance with the Ogden City Landmarks Preservation Ordinance.

The Certificate of Historic Appropriateness is required whenever work is done on an historic resource. This applies only to the part of the building, structure, or site that is on the register.

“Work” refers to any rehabilitation, alterations, additions, signs, demolition or construction of new or accessory buildings (e.g.: garages, carports, storage sheds) or structures on the historic site or within an historic district. The application deadline is the first Thursday of the month at 5:00 p.m.

DATE OF APPLICATION: \_\_\_\_\_

1. Name of Historic Resource: \_\_\_\_\_
2. Address of Resource \_\_\_\_\_
3. Who will represent the owners before the Commission? The representative should have the authority to commit the owner to make changes that may be suggested or required by the Commission.

Applicant: \_\_\_\_\_

Affiliation: \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

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

Are you:   \_\_\_ Tenant   \_\_\_ Architect   \_\_\_ Owner   \_\_\_ Other

4. Property Owner: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

5. **Scope of work** (*Check all that apply*):  repairs  new construction  addition  partial demo  complete demo  paint  awnings/signs  site improvements (landscape or other)

6. **Project Description:** Describe all exterior (and interior, if interior is on the register) rehabilitation, alterations, additions, signs, cleaning, restoration, construction techniques and any other work to be done affecting the historic resource and the site upon which it sits. Each work item must be listed. Attach additional sheets if necessary:

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7. **Submittal Checklist**

a. **Photographs:**

- Front of the building
- All sides of the building being affected by the rehabilitation, alterations, or additions.
- General view from a distance showing the setting, landscaping and adjacent buildings.
- If a sign is planned, a specific photograph showing sign placement is needed.

b. **Site Plan:**

- Drawn to scale showing the existing and proposed structure(s) on the property located in relationship to property lines.
- Show the size of the lot, dimensions of side yards, rear yard, front yard, etc.
- Location of proposed additions must be shown in relation to surrounding structures.

c. **A working drawing of all work to be done:** *This graphic should be the same detail necessary for a contractor to direct completion of the proposed project on the site.*

- For major façade construction work, a graphic representation of how the façade will relate to other buildings on the block face.
- For historic restoration work, photographic or other documentation of the building's original design upon which the restoration design is based, if available.
- Proposed use of signs
- Application for demolition permits within an historic district must be accompanied by renderings which indicate the nature of the new development proposed for the site.

d. **Elevation Drawings:** *Drawings should be detailed schematic plans, not fully-completed working drawings. All drawings must indicate proposed materials.*

- Elevation drawing for proposed additions showing the existing building
- Elevation of accessory buildings to be constructed (e.g.: garage)
- For signs, drawings will need to show the dimensions of the sign and text/images, projection distance, clearance from the ground level, colors being used, materials of the sign, attachment details, and lighting details (if applicable).
- For awnings, drawings will need to show the dimensions of the awning, clearance from ground level, projection distance, framework and attachment details, materials, colors and the colors and dimensions of any signage on the awnings.

e. **Additional information:**

- Information deemed necessary in order for the Landmarks Commission to make an informed decision.

f. **Material boards/color samples** (when possible)

g. **PDFs of all above items** (when possible)

**The Landmarks Commission meeting is held the 4<sup>th</sup> Thursday of every month at 4:30 p.m. in the City Council Chambers, third floor of the Municipal Building, 2549 Washington Boulevard.**