

APPLICATION FOR CERTIFICATE OF APPROVAL
BEL AIR HISTORIC PRESERVATION COMMISSION

1. Application is made as outlined below and with attachments for a Certificate of Approval for (check one):

___(A) Minor alterations or repair ___(B) Sign or graphic display ___(C)
Renovation and/or major addition ___(D) New building project ___(E) Demolition
___(F) Tax credit ___ (G) Other (please specify) _____

Description: _____

2. Property Address: _____

Known As (Historic Name): _____

3. Name of Record Owner: _____ Tel. # _____

Address: _____

Deed Reference: _____ Tax/Property ID No. _____

4. If the Applicant is not the Owner of Property, give name of:

Applicant: _____

Tel. #: _____

Address: _____

Relationship to Owner: _____

5. All requests for review or approval shall be accompanied by the following submissions:

- A. Location Map indicating property location (9 copies)
- B. Current photograph of property and/or item(s) to be considered (1 original, 8 photocopies)
- C. Site plan of property drawn to scale, when applicable (9 copies), indicating location of items to be considered
- D. A sample of manufacturer's literature, indicating material, texture or scale of items proposed (2 of each, 1 retained by the Historic Preservation Commission, 1 returned to Owner)
- E. TAX CREDIT: ESTIMATED COST OF IMPROVEMENTS

FOR OFFICE USE ONLY

Certificate # _____

Type of Application: _____ Date Filed: _____

Date of Hearing: _____ Date Hearing Advertised: _____

Historic Site Survey No: _____

Historic Property Name: _____

Resubmission Required: _____

Amendments: _____ Date Approved: _____

ADDITIONAL INFORMATION REQUIRED AS FOLLOWS:

A. Minor Alterations or Repair

Provide written description or sketch of proposed alteration.

B. Sign or Graphic Display

Exhibit drawn to scale, showing the size of the proposed sign in relation to the building or site, and sketches indicating location of sign, details of construction, colors and/or texture are required. Dimensions, such as ground clearance, length, height, width and projection should be clearly indicated.

An exhibit indicating the size and style of letters, spacing, message, lighting, methods of support – all keyed to physical examples and showing the materials and finishes to be used shall be provided.

C. Renovations and/or Major Additions

Scale drawings indicating existing structure

Scale drawings indicating size, type and extent of the work (plans and elevations)

Scale drawing of site plan

D. New Building Project

Scale drawings not less than 1/8" to a foot of all elevations, a colored rendering and/or a model to scale capable of indicating all items requiring exterior review.

E. Demolition

Letters and/or reports, including structural conditions, reports (when required) demonstrating need for such structure or partial structure removal and plans indicating how remaining structure will be treated following removal. If remaining structure is to be improved, a separate accompanying application for such improvements must be attached. Scale drawing of location of existing structure and location of proposed demolition and/or proposed improvements.

The Commission may require additional information, or the Applicant may supply additional information.

ALL ITEMS NOTED ABOVE MUST BE SUPPLIED BEFORE AN APPLICATION CAN BE CONSIDERED.

PLEASE NOTE:

1. It is the applicant's responsibility to complete the application properly and thoroughly. Acceptance of the application by the Planning Department does not constitute approval. The approval body will make an independent determination as to the thoroughness and accuracy of the application at the time of hearing.
2. It is also the responsibility of the applicant to supplement the original application if there is any change regarding any information provided between the original submission and the hearing date.

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I/We agree to provide additional information as requested by the Department of Planning and Zoning or the Town.

I/We do solemnly declare and affirm under the penalties of perjury that this petition contains names and addresses of all persons having legal or equitable interest in the property, including shareholders owning more than five percent (5%) of the stock in a corporation having any interest in the property, except those corporations listed and traded on a recognized stock exchange. Further, I/we do solemnly declare and affirm that the names of all partners and equitable partners of the owners are attached hereto.

I/We do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my/our knowledge, information and belief.

_____ Witness	_____ Date	_____ Signature of Applicant/Owner	_____ Date
_____ Witness	_____ Date	_____ Signature of Owner	_____ Date
_____ Witness	_____ Date	_____ Signature of Attorney/Representative	_____ Date
_____ Zoning Staff	_____ Date	_____ Director, Dept. of Planning & Zoning	_____ Date