

Waynesville Historic Preservation District Design Standards

Certificate Number: \_\_\_\_\_

File: \_\_\_\_\_

**WAYNESVILLE HISTORIC PRESERVATION BOARD  
CERTIFICATE OF APPROPRIATENESS APPLICATION**

Application for Site Plan Review within the Historic Preservation District.  
Please type or print neatly in ink.

**1. GENERAL INFORMATION**

A. Name, address and telephone number of the applicant(s) and representative(s), if any, and the signature of the property owner(s):

\_\_\_\_\_  
Applicant Name Property Owner Name

\_\_\_\_\_  
Address Address

\_\_\_\_\_  
Telephone Number Telephone Number

I hereby certify under penalty of law that the information contained in this application and its attachments are true and correct, and that all other required permits shall be obtained prior to performing the work.

\_\_\_\_\_  
Signature of Property Owner(s), or Owner(s) Agent

B. Purpose of This Request (Specify work to be done. Describe what will be replaced, removed or added)

Building Maintenance \_\_\_\_\_

Building Addition \_\_\_\_\_

Building Alteration \_\_\_\_\_

Demolition \_\_\_\_\_

New Construction \_\_\_\_\_

New or Additional Parking \_\_\_\_\_

Sign \_\_\_\_\_

Local/National Register Listing \_\_\_\_\_

Change of Use \_\_\_\_\_

Other: Specify \_\_\_\_\_

Note: Include all anticipated work. Further work not mentioned will require a separate application.

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**2. CONSULTATION WITH STAFF**

A consultation with a Village staff member(s) assigned to review certificate of appropriateness applications is required. Has such a consultation taken place?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

**3. NARRATIVE AND ATTACHMENTS**

Note: Applications must include a narrative and attachments in order to be considered complete.

Narrative: Please provide a brief written narrative explaining the work you intend to do, or the certification you are seeking. Explain how the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties, or the Waynesville Historic Preservation District Design Standards will be followed.

Attachments: Please provide the following minimum attachments:

1. Color photographs of the existing property, including the area(s) where the proposed work will take place.
2. A Site Plan as per Chapter 153.061 of the Village zoning ordinance for all projects involving new construction or building additions or change of use.
3. For requests involving new construction, additions or alterations: Drawings of the work to be performed, drawn to scale in a plan style format no larger than 24" x 26" showing plan and profile views of each building elevation, miscellaneous engineering details, a schedule of construction material types and quantities, with a north arrow indicated. Poorly prepared or illegible plans will not be accepted.
4. For requests involving signs, a completed sign permit application with attachments showing type, materials, colors, size, lighting and installation details for each sign.
5. For requests involving demolition, a letter of certification from a registered professional engineer or architect that the structure of a building is unsound or would need major reinforcement to be brought up to building code structural requirements, considering a use that the building would reasonably lend itself to.

**Action by Board:**

Decision \_\_\_\_\_

Date \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Historic Preservation Board Chairman

\_\_\_\_\_  
Village Manager