

**VILLAGE OF OSCEOLA  
HISTORIC PRESERVATION COMMISSION  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

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

Owner: Name: \_\_\_\_\_

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

City: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Reasons for applying for a certificate of appropriateness (check all that apply):**

- \_\_\_\_\_ A. New construction, addition or extensive renovation or repair
- \_\_\_\_\_ B. Minor renovation, or repairs
- \_\_\_\_\_ C. Sign
- \_\_\_\_\_ D. Site work, decks, and accessory structures
- \_\_\_\_\_ E. Roofing or siding

**Property Description**

Design(type) \_\_\_\_\_ Age of existing structure \_\_\_\_\_

Original use \_\_\_\_\_ Present use \_\_\_\_\_

Proposed use \_\_\_\_\_

Estimated total contact cost \_\_\_\_\_

**WORK START DATE:** \_\_\_\_\_ **WORK COMPLETION DATE:** \_\_\_\_\_

**Applicant(s) Signature** \_\_\_\_\_

Application received: \_\_\_\_\_ HPC: review date: \_\_\_\_\_

HPC Decision: \_\_\_\_\_

## **Specific Requirements for Presentation**

### **For all projects**

- Written historic design statement on the architectural intent of the structure.
- Written analysis of how the proposed development meets the applicable design guidelines and all other applicable standards and criteria.
- Site analysis, including information on any significant man-made and natural features, historic and archaeological sites, and features to be retained, moved or altered.
- Photographs of all four sides of any existing structures. (Photographs shall be submitted in printed copy and in digital form.)

### **For new construction, addition or extensive renovation or repair**

- Survey plat of the property showing all property lines with metes and bounds and dimensions.
- Site plan of the property at an appropriate engineering scale showing the proposed use and relevant information regarding proposed improvements in relation to property line, including building footprints, parking, walks, driveways, curb cuts, curb lines, any other paved areas, ramps, parking and access provisions for the handicapped, walls fences, dumpster pads and screening materials, and easements.
- Analysis of architectural elements within 200 feet of the subject site
- Pictures of principal buildings on surrounding properties. (Photographs shall be submitted in printed copy and in digital form.)
- Front, rear, and side building elevation drawings of existing and proposed buildings, drawn to an appropriate architectural scale. Said exterior elevation drawings shall clearly show in sufficient detail the exterior appearance and architectural design of proposed change(s) to buildings or structures and new construction, as applicable.
- Elevation drawing of accessory structures (e.g., signs and lighting) that made a part of the application.
- Material samples and color palate for exterior finishes.

### **For Minor renovation, or repairs**

- For work that entails changes to the exterior of the existing buildings, drawings (plans and elevations) and photographs of the area of the building to be renovated.
- For work that does not entail changes to the exterior of the existing buildings, a written description of the work to be performed.

### **For Signs**

- Drawing(s) of the proposed sign illustrating overall size with dimensions, materials to be used for the signboard and support / frame, type of lettering and color scheme, method of attachment to the building, and proposed lighting, if any.
- Elevation or perspective drawing showing where the sign will be mounted on the building
- Photos of the existing building
- Completed application for a sign permit