

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

App Fee: \$100

Receipt #: _____

Building Address: _____

Owner: Name: _____

Address: _____

City: _____

Telephone: _____

Reason 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
- _____ F. Demolition or relocation

Property Description

Design(type) _____ Age of existing structure: _____

Original use: _____ Present use: _____

Proposed use: _____

Estimated total contract 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

- Drawings of the proposed sign illustrating overall size with dimensions, material of signboard and supports, type of lettering and color scheme, and proposed lighting, if any.
- A site plan drawing of the property illustrating the proposed sign location with dimensions.
- Completed application for a sign permit.