



COA Application Submittal Materials

(to be submitted with formal Historic Preservation COA application)

Applications should contain information to assure full presentation of pertinent facts for proper consideration of the application, including the required items below.

Required			Submittal Item – <u>One (1) copy of each unless otherwise noted; plus one (1) electronic copy</u>
Board Level	Staff Level	Main Street Signs	
X	X		Pre-Application Meeting with city staff (prior to submittal and strongly encouraged)
X	X	X	Completed COA application form
			Notarized letter of authorization from the property owner
X			Letter of intent – addressed to Historical Preservation Board (Describing the proposed project and signed by the property owner)
	X		Letter of intent (Describing the proposed project and signed by property owner)
X	X		Applicant’s narrative (Describing consistency and compliance with applicable codes and requirements, and any applicable adopted design guidelines)
X			Names and Addresses of abutting property owners (For public notice letters)
X	X		Materials Board (electronic) (Samples of proposed materials)
x2	x2		Plans set (11 x 17 or 24 x 36 inch) (Showing specifications of proposed exterior appearance, architectural design and detail, dimensions, materials, and colors.)
X	X		Drawings and/or Photographs (Showing the property in the context of its surroundings)
		X	Drawing of proposed sign, including dimensions and materials
		X	Photo simulation or sketch showing the proposed location of sign
X	X	X	Electronic copy (.pdf) of <u>ALL</u> submittal materials on CD or zip drive