



## **HISTORIC DISTRICT COMMISSION** APPLICATION REVIEW GUIDE

- *Were the materials submitted sufficient for your evaluation?*  
The Commission shall require the owner to submit information which is reasonably necessary to evaluate the proposed construction, alteration, repair, removal, or demolition, including but not limited to plans, drawings, photographs, or any other information set forth in the application procedures.
  - *Your jurisdiction relates **exterior features only**.*
    - The commission shall pass only on exterior features of a structure and its appurtenances and shall not consider interior arrangements.
  - *An application for a Certificate of Appropriateness (COA) may be approved, denied, or approved with amendments and/or conditions by the Historic District Commission.*
  - ***Findings of fact** must be noted for each application.*
    - The Commission needs to have an explanation to back its decision!
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### **THE FOLLOWING MUST BE CONSIDERED WHEN MAKING FINDINGS OF FACT AND REVIEWING PLANS:**

1. The historic and architectural significance of the structure and its appurtenances
2. The way in which the structure and its appurtenances contribute to the historical and architectural significance of the district
3. The appropriateness of the general design, arrangement, texture, materials, and siting proposed in the plans.