



FACADE BOARD

**Application for Certificate
of Facade Appropriateness**

A completed application must be submitted **fourteen (14) days** prior to the Uptown Facade Board meeting to be reviewed at the meeting. Required items must accompany the application in order for it to be considered complete. The application will be reviewed within thirty (30) days of the application deadline. **ANY CHANGE** to the exterior surface of the structure is considered to be an alteration to the building's facade.

The Uptown Facade Board meetings are held at 3:00 p.m. on the third (3rd) Monday of every month. A representative MUST be in attendance to present the case.

Street Address: _____

Owner's Name: _____

Owner's Address: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone #: *(include area code)* (_____) _____

Historical Status: Year constructed: _____

Is the property on the National Register of Historic Places? Yes: _____ No: _____

Historic registration applied for? Yes: _____ No: _____ If "yes", status of application?

Information explaining the alterations must accompany the application (see attached sheet). Drawings and other paperwork may not be larger than 11" x 17". If you want to submit larger drawings, twelve (12) sets of drawings must be submitted.

Description of proposed facade alteration: _____

I certify to the best of my knowledge and belief, all of the information included with this application is correct. I will perform all renovations on the drawing(s) described in the attached plans and specifications. No other work beyond what is described above will be undertaken at the address stated above, without further consultation with the Uptown Facade Board.

Signature of applicant: _____ Date: _____

**Uptown Facade Board
Application Review List**

In answering the following questions, the applicant should be prepared to explain how their application request conforms to the Facade Guidelines. The Review List must be completed and included with the application. A Guidelines Reference follows each question.

1. How do the proposed changes address the issue of streetscape continuity, traditional colors, building setback, etc., in order to complement the buildings in the surrounding area?
(Sec. 1.2-1.9, 3.1)

2. Does your request conform to/complement the existing architectural patterns, rhythms and alignments? Yes No N/A (Sec. 1.6.2, 3.3)

3. Are the proposed changes harmonious in size, shape and ornamentation with nearby buildings? Yes No N/A (Sec. 1.6.3, 1.6.4)

4. Is the storefront being remodeled to repeat traditional design?
Yes No N/A

5. Are original facade materials and architectural elements being removed?
Yes No N/A (Sec. 16.61, 2.3, 2.5)

6. How is the rear entrance being treated? _____

Signage:

1. Is the sign primary, secondary or complimentary? Explain: _____
_____ (Sec. 6.2.1, 6.2.2, 6.2.3)

2. What material(s) is the sign made from: _____
_____ (Sec. 6.4)

3. Does the proposed sign meet the 5% space requirement? Yes No
(Sec. 6.1.2)

4. If the sign is on the glass/storefront, does it meet the 25% space requirement?
Yes No (Sec. 6.1.3)

5. Is the requirement limiting the number of signs per site being met?
Yes No (Sec. 6.1.1)

6. Does the sign(s) cover a doorway, window, or architectural detail?
Yes No (Sec. 6.1.4)

7. Is the sign a menu board, awing sign, etc.? _____
(Sec. 6.2.2, 6.2.3)

8. Does this category of signage comply with the requirements of the guidelines for its type?
Yes No (Sec. 6)

Does the implementation of the guidelines to carry out the project, create any undue hardship as defined within these guidelines? Yes No If "yes", explain: _____

Procedures for Obtaining Approval to Make Facade Changes

STEP 1. Property owner, architect, or contractor meets with the Facade Board Secretary to discuss proposed alterations and to submit information that will aid in the review process and will assist the applicant in obtaining a Certificate of Appropriateness. The property may be a Historic Property or Landmark Property and may also require BHAR (Board of Historic and Architectural Review) review and approval.

STEP 2. The applicant submits a completed application for the Certificate of Appropriateness, including a site plan, description of improvement(s), architectural drawing(s), etc., and files them with the Facade Board Secretary at least **fourteen (14) days** prior to the next Facade Board meeting.

ITEMS REQUIRED TO COMPLETE THE APPLICATION:

- Written description of proposed changes
- Photos of existing conditions (minimum of two (2) views)
- Dimensions of proposed signage, dimensions of the building, glass surfaces and indication of sign(s) location on the structure
- Scaled exterior elevation showing proposed change(s)
- Letter from the property owner stating their approval for proposed change(s) for leased property
- Paint color chips, 12 of each color chip

STEP 3. Staff prepares the agenda for the Facade Board Meeting, notifies the Board Members and applicant(s) about the meeting, and provides Facade Board Members with preliminary material on applicant(s).

STEP 4. Facade Board Members prepare for the meeting by reviewing the application(s) and supporting materials and/or visiting the site.

STEP 5. A public meeting of the Facade Board is held. Application(s) is presented and input from the interested parties is heard. The Facade Board may request additional information or modifications to the proposed changes.

STEP 6. If the application is approved, the applicant will receive a Certificate of Appropriateness in the mail and work may begin to obtain a permit. If the application is denied, work cannot commence, however the applicant has the right to appeal to the Board of Zoning Appeals.

STEP 7. A building official or Facade Board Member will inspect the completed work and review the site for compliance with the approved change(s).