



CITY OF ALBEMARLE HISTORIC COMMISSION
Certificate of Appropriateness Application

Application Number: _____ Date Received: _____

Type of Approved Required: Staff Approval Full Commission

Section I: Application Information

Property Address: _____ Tax #: _____

Applicant Name: _____ Name of Business: _____

Mailing Address: _____ Phone Number: _____

_____ Email: _____

Property Owner (If Different): _____

Mailing Address: _____ Phone Number: _____

_____ Email: _____

Section II: Request for Certificate of Appropriateness

Attachments

If you are proposing to do an addition to an existing structure or new construction, attach a plot plan showing all dimensions of the lot and the existing and proposed improvements and necessary setback lines. Also, attach pictures and/or description of the materials that are being proposed to use.

If you are requesting a COA for signage, please attach a print showing the proposed sign on the location you plan to erect the sign.

Other items as required by Administration or HRC.

Signature of Applicant

Signature of Staff

Date Submitted

Date