



**CITY OF ALBEMARLE HISTORIC COMMISSION  
Certificate of Appropriateness Application**

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Type of Approval Required: **Staff/Administrative**

**Historic Resources Commission**

**SECTION I: APPLICATION INFORMATION**

Property Address: \_\_\_\_\_

Tax Record#: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Property Owner (If Different): \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**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

\_\_\_\_\_  
Date

All items are required no later than 15 days prior to the desired Historic Resources Commission Meeting. Meetings occur on the 2nd Monday of each month.