

Certificate of Appropriate Submission Materials

COA REVIEW TERMINOLOGY:

Addition: increase existing building or structure by building outside of existing walls and/or roof.

Alteration: physical change to a building or structure.

Demolition: intentional destruction of all or part of a building or structure.

Feature: portion or element of a building or structure.

New Construction: complete new structure or building.

Repair: refurbish a deteriorated part of a building or structure.

Replace In-kind: match the original feature exactly including original material, scale, size, finish, detailing, & texture.

Replace with New: does not match original exactly (product/spec sheet required).

Siding & Masonry (EXISTING BUILDING)	Required Materials
Repoint masonry: see staff for <i>Preservation Brief #2: Repointing Mortar Joints in Historic Masonry Buildings</i>	<ul style="list-style-type: none"> • photographs of deterioration • proposed mortar mixture
Clean and/or remove paint on masonry: see staff for <i>Preservation Brief #6: Dangers of Abrasive Cleaning to Historic Buildings</i>	<ul style="list-style-type: none"> • current photographs & historical photographs (if available) • product sheets (manufacturer's catalog/website page)
Waterproofing or other coatings for masonry: see staff for <i>Preservation Brief #1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings</i>	<ul style="list-style-type: none"> • product sheets (manufacturer's catalog/website page)
Exterior painting	<ul style="list-style-type: none"> • paint samples • rendering (if available)
Decorative wood or masonry features: <i>siding, chimneys, cornices, pilasters, columns, belt courses (band), window architraves, door pediments & etc.</i>	<ul style="list-style-type: none"> • historical photographs (if available) • product sheets (manufacturer's catalog/website page) • FOR NEW MATERIALS: bids for repair, replace in-kind, and/or replace with new

Windows & Doors (EXISTING BUIDING)	Required Materials
Windows, doors & shutters	<ul style="list-style-type: none"> • photographs of deterioration & historical photographs (if available) • product sheets (manufacturer's catalog/website page) • FOR NEW WINDOWS & DOORS: bids for repair, replace in-kind, and/or replace with new material
Cut, close or alter openings & remove or install windows/doors	<ul style="list-style-type: none"> • current photographs & historical photograph (if available) • product sheets (manufacturer's catalog/website page)

Roof & Guttering (EXISTING BUIDING)	Required Materials
Roof materials: <i>composition shingles, slates, tile, wood shingles or metal</i>	<ul style="list-style-type: none"> • product sheets (manufacturer's catalog/website page)
Roof features: <i>box gutters, hanging gutters, soffits, brackets, parapets, dormers, skylights & etc.</i>	<ul style="list-style-type: none"> • historical photographs (if available) • FOR NEW MATERIALS: product sheets (manufacturer's catalog/website page) • FOR COVERING BOX GUTTERS: bids for repair, replace in-kind, and/or replace with new material

Porches & Balconies (EXISTING BUILDING)	Required Materials
Porch features: <i>columns, balustrades/railings, roof, flooring, stairs</i> <i>& skirt</i>	<ul style="list-style-type: none"> • historical photographs (if available) • FOR NEW MATERIALS: product sheets (manufacturer's catalog/website page) • dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet)
Enclose/screen/open porch	<ul style="list-style-type: none"> • historical photographs (if available) • product sheets (manufacturer's catalog/website page) • dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet)

Awnings, Lighting, Signs & Satellites (EXISTING BUILDING)	Required Materials
Awnings & signs	<ul style="list-style-type: none"> • photographs of installation location & historical photographs (if available) • product sheets (manufacturer's catalog/website page) • dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • method of attachment
Lighting & satellites	<ul style="list-style-type: none"> • photographs of installation location & historical photographs (if available) • product sheets (manufacturer's catalog/website page) • method of attachment
Other:	

ADDITIONS & NEW CONSTRUCTION	Required Materials
<p>Accessory building: <i>garage, storage/potting shed, gazebo, pergola, carport & etc.</i></p>	<ul style="list-style-type: none"> • dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • dimensioned site plan—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • product sheets (manufacturer’s catalog/website page)
<p>Principal (main) building: <i>residential or commercial</i></p>	<ul style="list-style-type: none"> • dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • dimensioned site plan—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • product sheets (manufacturer’s catalog/website page)
<p>Addition to existing building: <i>expansion</i></p>	<ul style="list-style-type: none"> • dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • product sheets (manufacturer’s catalog/website page) • dimensioned site plan—accurate hand drawings are acceptable (maximum 11 x 17 sheet)
<p>Americans with Disability Act (ADA) Ramp</p>	<ul style="list-style-type: none"> • dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • product sheet (manufacturer’s catalog/website page) • dimensioned site plan—accurate hand drawings are acceptable (maximum 11 x 17 sheet)

SITE WORK	Required Materials
Driveways, sidewalks & parking area	<ul style="list-style-type: none"> dimensioned site plan (maximum 11 x 17 sheet) IF OTHER THAN CONCRETE: product sheets (manufacturer's catalog/website page)
Retaining walls, walls, fencing, gates, yard lights, fountains, ponds & AC units	<ul style="list-style-type: none"> historical photographs (if available) dimensioned site plan (maximum 11 x 17 sheet) dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) product sheets (manufacturer's catalog/website page)
Tree removal/planting, hedge rows & plantings taller than 3-feet	<ul style="list-style-type: none"> dimensioned site plan (maximum 11 x 17 sheet) product sheets (manufacturer's catalog/website page)

DEMOLITION/RELOCATION	Required Materials
Demolition of main building	<ul style="list-style-type: none"> photographs of deterioration engineer's evaluation bids for repair reasons for demolition planned use of site after demolition <i>see staff for other materials that may be required</i>
Demolition of accessory building: <i>garage, storage/potting shed, gazebo, carport & etc.</i>	<ul style="list-style-type: none"> photographs of structure reasons for demolition planned use of site after demolition <i>see staff for other materials that may be required</i>