



Alteration Certificate Application

1. PROPERTY ADDRESS

Street and Number: _____

City: _____ State: _____ Zip Code: _____

2. HISTORIC DISTRICT OR LANDMARK NAME

3. PROPERTY OWNER NAME AND ADDRESS

Name: _____

Address: _____

Email: _____

Phone: (w) _____ (h) _____ (c) _____

4. APPLICANT INFORMATION

Name: _____

Address: _____

Email: _____

Phone: (w) _____ (h) _____ (c) _____

Relationship to project (architect, contractor, owner, etc.) _____

Signature of Applicant: _____ Date: _____

5. OWNER'S CONSENT

I/we, the owner(s) of the subject property, hereby authorize _____ to:

- Make this application for an Alteration Certificate for the subject property; and/or
- Act for me at any meetings connected with this application, and to take such action as deemed advisable in connection with this application.

Signature of Owner: _____ Date: _____

8. DOCUMENT SUBMITTAL (For Demolition Permit, skip to #9)

- Detailed plans and designs showing the proposed alteration including, but not limited to, façade elevations, proposed materials, and colors.
- Site plan showing the location of the existing structure, and any additions to the structure and/or on the site.
- Color photographs of each side of each structure on the property, Also include photographs of adjacent property and, if required, of the entire streetscape. Photographs should be a minimum size of 4" X 6" and should be labeled.

9. DOCUMENT SUBMITTAL FOR DEMOLITION PERMIT (Proof of Economic Hardship)

- Professionally prepared estimated costs for:
 - Continued maintenance of the structure in its current condition;
 - Rehabilitation of the structure; and
 - Demolition of the structure.
- Engineer or architect's report as to structural soundness
- Professionally prepared estimates of the market value of the property
 - In its current conditions;
 - As rehabilitated; and
 - After demolition

FOR OFFICE USE ONLY

Date Received: _____ Case No.: _____ Application Reviewed by: _____

Does the proposed alteration meet current zoning regulations (if applicable)? Yes No

Application submitted to Historic Preservation Commission on _____

ALTERATION CERTIFICATE

Action taken by Historic Preservation Commission:

- Approved
- Approved with conditions as follows: _____
- Denied

Date of Action _____

Chair, Historic Preservation Commission