



CERTIFICATION OF APPROPRIATENESS APPLICATION

Date Submitted: _____

Property Address: _____

INSTRUCTIONS FOR APPLICANTS

The COAA must be filed in the Historic Preservation Officer's mailbox located in the Community Development Department no later than 14 days before the next scheduled meeting of the Historic Preservation and Rehabilitation Commission. Applicants are encouraged to attend to present their application. The Historic Preservation and Rehabilitation Commission meets the 3rd Thursday of each month at 5pm in the Engineers Conference Room at Muncie City Hall.

Brief description of proposed exterior changes: _____

APPLICANT CONTACT

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email address: _____

REPRESENTATIVE CONTACT (if the applicant cannot attend the meeting)

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email address: _____

SUBMITTAL REQUIREMENTS

Minimum Requirements for all COA Applications:

- Photos of entire building
- Photos or drawings of proposed project
- Samples and specifications for materials involved

Required supporting documentation for **WINDOWS**

- o Window elevation drawings or photos of each window type
- o Indicate whether windows are exterior, interior, or storm
- o Complete description of all window materials
- o Condition assessment describing the type and extent of deterioration for windows to be removed
- o Indicate whether windows are original

Required supporting documentation for **DOORS**

- o Photos of existing door to be replaces
- o Door elevation drawings or photos of each door type
- o Floor plan, elevation, or photograph indicating the number and location of proposed doors

Required supporting documentation for **SIGNAGE**

- o Photos of the entire building with the proposed location of the signage indicated
- o Detailed drawing showing the dimensions of the sign
- o Description of sign and bracket materials and method of attachment to the building

Required supporting documentation for **STOREFRONTS/FAÇADE**

- o Application materials should clearly describe signage, lighting, awnings, security systems, and accessibility provisions
- o Photos of the full façade showing storefront and photos of the building context within the streetscape
- o Elevation drawings of the proposed storefront, including drawings specifying the plan, section and construction details

Required supporting documentation for **ADDITIONS/NEW CONSTRUCTION**

- o Photos of the building context within the streetscape
- o Elevation drawings to scale of each façade indicating proposed alterations or additions
- o Site plan showing lot dimensions, location, and dimensions of existing building, and location and dimensions of proposed addition
- o Please see Historic Preservation Officer for supplementary instructions

OTHER TYPES OF EXTERIOR ALTERATIONS (RELOCATIONS/DEMOLITIONS/LANDSCAPE IMPROVEMENTS)

- o Please see Historic Preservation Officer for supplementary instructions

I sign this form acknowledging my full comprehension for the City of Muncie's COAA procedure. I will submit this form along with all the required support materials. I understand that an incomplete application may delay the COAA review process.

SIGNATURE OF APPLICANT: _____

DATE: _____