



City of Pleasant Hill

203 Paul Street, Pleasant Hill, MO 64080 816-540-3135 / Fax: 816-987-5141

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

LOCATION

Address: _____

Property Name (historic or common): _____

OWNER INFORMATION

Name: _____ Phone: _____

Address: _____

APPLICANT (if other than owner)

Name: _____ Phone: _____

Address: _____

Relationship to Owner: _____

- A notarized letter of consent from the legal owner is required.

What is this certificate of Appropriateness for? (Check all that apply)

Construction (major)

_____ New addition

_____ Facade improvement (i.e. new materials, windows, doors, etc.)

Alterations (minor)

_____ Painting _____ lighting _____ Roofing _____ Signage

_____ Replacement of doors, windows, etc. with same or similar design

Demolition:

_____ Partial demolition _____ Full demolition

DESIGN GUIDELINE CRITERIA

(* Any changes must meet the following criteria to be considered historically appropriate). Note: please write N/A under the criteria that do not apply to your scope of work.

1. **Height:** The height of any proposed alteration or construction should be compatible with the style and character of the landmark and with surrounding structures in a historic district: _____

2. **Proportions of windows and doors:** The proportions and relationships between doors and windows should be compatible with the architectural style and character of the landmark and with surrounding structures within a historic district:

3. **Relationships with building masses and spaces:** The relationship of a structure within a historic district with to be open space between it and adjoining structures should be compatible:

4. **Roof shape:** The design of the roof should be compatible with the architectural style and character of the landmark and surrounding structures in a historic district:

5. **Landscaping:** Landscaping should be compatible with the architectural character and appearance of the landmark and of surrounding structures and landscapes in historic district:

6. **Scale:** The scale of the structure after alteration, construction, or partial demolition should be compatible with its architectural style and character and with surrounding structures in a historic district:

7. **Directional expression:** Facades in historic districts should blend with other structures with regard to directional expression. Structures in historic districts should be compatible with the dominant horizontal or vertical expression of surrounding structures. The directional expression of a landmark after alteration, construction, or partial demolition should be compatible with its original architectural style and character:

8. **Architectural details:** Architectural details including materials, colors, and textures should be treated so as to make a landmark compatible with its original architectural style and character and to preserve and enhance the architectural style or character of a landmark or historic district:
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SUPPORTING DOCUMENTS

- A. Detailed Project Description
 - i. Scope of work
 - ii. Material changes and colors for painting, lighting, doors, windows, roofing, etc.
(Please provide paint chips, brochures, images, etc. for support)
 - iii. Contractor and/or Engineer information who plans on doing the work.
 - iv. Estimated timeline for construction
 - B. Drawings (for new additions and major facade changes only)
 - i. Building elevations
 - ii. Any other drawings requested by the Design Review Standards and Historic Preservation Commission to get a better understanding of proposed changes.
 - C. Photographs (for the new additions and major facade changes only)
 - i. To ensure that the proposed changes are historically appropriate.
- Applications must be received at least 2 weeks prior to the meeting date to be included on the agenda of the regularly scheduled meeting for the following month. The Historic Preservation Commission meets on the first Monday of each month.
 - All projects require the applicant, or someone who can represent the applicant, at all meetings related to their project to answer any questions and present their project plans.

Please submit completed nomination form and any supporting documents to:

Pleasant Hill City Hall
203 Paul St.
Pleasant Hill, MO 64080

Please sign below once the application form is complete and ready for submittal:

Applicant:
Printed Name: _____
Signature: _____ Date: _____

Owner (if different than applicant) (Requires Notary)
Printed Name: _____
Signature: _____ Date: _____

Official use only below this line

Approved _____ Denied _____ Date: _____

Comments and/or
Recommendations: _____

Signature of Chairperson

NOTICE: This permit becomes null and void if work authorized is not commenced within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work commences.