

PLEASE NOTE: Application

Requirements
All applications must be complete and include required support materials (listed on the reverse side of this form). Incomplete applications will be returned to the applicant(s).

Application Representation

The applicant or authorized representative of the applicant must attend the public HLC meeting to support the application.

Building Permit
Requirements
Building permits for the
Historic District will not be
issued without proof of a

Deadline for Project Completion After application approval, the COA is valid for 12

COA.

the COA is valid for 12 months and null and void if the project does not begin within 6 months.

HLC Use Only:	
Received:	
HLC Meeting:	
HLC Decision:	
COA Expiration:	

Application for Certificate of Appropriateness (COA)

Please refer to the <u>Point Pleasant Historic Guidelines</u> for complete information. A copy is available at the City Inspector's Office.

阳	APPLICANT*	TELEPHONE				
CONTACT	APPLICANT MAILING ADDRESS:					
CON	*NOTE: If applicant is not the Owner, a letter from the owner authorizing the proposed work must be included. Please include Owner's telephone number and mailing address.					
	PROPERTY OWNER:	TELEPHONE:				
7	PROPERTY OWNER'S MAILING ADDRESS:					
PROJECT INFORMATION	BRIEF DESCRIPTION OF PROJECT					
PRM/						
JFC.	(Example: addition of sunroom, replace or add awning, change paint color scheme, etc.					
₹ ₹	TYPE OF PROJECT (CHECK ALL THAT APPLY)					
Ш	CONSTRUCTION	SITE CHANGES				
RO	□ New Building	□ Parking Area, Driveway, or Walkway(s)				
SinteS	□Addition to Building	☐ Fence(s), Landscaping				
불	☐ Major Building Rehabilitation,	a rence(s), Dandscaping				
TY A	Restoration or Remodeling	☐ Mechanical or Non-temporary Structures				
PROPERTY AND		□ Signs				
PRO		☐ Demolition or Relocation of Buildings				
	PROPOSED STARTING DATE:					
	CONTRACTORS/CONSULTANTS:					
	CONTRACTORS/CONSULTANTS TEL	EPHONE:				

Application for Certificate of Appropriateness (COA)

The Point Pleasant Historic Landmark Commission (HLC) meets the second Thursday of the month at 6:00 P.M. in Council Chamber of the City Building, if the HLC is in receipt of completed COA applications, or any other business. Please have **COMPLETED** COA applications to the City Inspector before 4:00 p.m. on the third Thursday of the month. This allows the HLC time to review COA applications. Please refer to the Point Pleasant Historic Guidelines Manual for complete information. Copies are available at the City Building.

Application Checklist A complete application requires support materials. Please check the list below for what is necessary for design review of a particular project by the HLC. New Buildings and New Additions	Describe the proposed project (attach additional sheets if necessary). The description should include proposed materials. Please divide the description if the proposed scope of work will involve more than one type of project. (example: 1) addition of storage and 2) installation of sign.
 □ Site Plan □ Architectural Elevations/ □ Scaled Drawings □ Landscape Plan 	(Coumple: 1) addition of storage and 2) installation of sign.
Description of Materials Photographs of Proposed Site and Adjoining Properties	
Major Restoration, Rehabilitation, Remodeling, Alterations or Moving Structures	
□ Architectural Elevations or Sketches □ Description of Proposed	
Changes Description of Materials	
□ Photographs of Existing Building □ Documentation of Earlier	
Historic Appearance (Restoration Only)	
Minor Exterior Changes Description of Proposed Changes	
 □ Description of Materials □ Photographs of Existing Building □ Paint Samples/Scheme 	
Site Changes – Parking Areas, Drives and Walks	
□ Site Plan or Sketch of Site □ Description of Materials □ Photographs of Site □ Landscape Plan	
Site Changes - Fences, Walls and Systems	
☐ Site Plan or Sketch of Site ☐ Architectural Elevations or Sketches	
Description of Materials Photographs of Site	
Site Changes – Signs Approved Sign Application Site Plan or Sketch of Site	
Description of Materials and Illumination	
□ Sketch or Photograph of Sign	
NOTE: Only complete applications will be placed on the agenda for design review.	

City of Point Pleasant 400 Viand Street Point Pleasant, West Virginia 25550

Phone 304 675-2360 Fax 304 674-8005



Historic District Construction or Renovation Application

Form # CCOPP-Historic-2005.9.01						Date			
Applicant Information									
NAME									
Address 1				<u> </u>	-				
Address 2						_			
City, State, Zip				·					
Phone	Home		Day	Time					
Property Owner Information									
NAME									
Address 1									
Address 2				· ·					
City, State, Zip				<u></u>					
Phone	Home Day Time								
Proposed Modifications or Changes									
				· ·					
	Use a	dditional paper if necessary to	adequate	ly describe planned re	novation				
Use additional paper if necessary to adequately describe planned renovation Specifications must include materials to be used, colors, (samples, if possible) and construction techniques									
Pro	vide a scaled elev	vation and/or 8X10 photo of	building	facades which are	visible f	rom publ	lic way		
Submitted By PRINT				SIGNATURE					

For The City of Point Pleasant Use Only									
Approved	Denied			Other	DAT	DATE			
Historic Committee	9 Print	- AN EWAS COMPENSA		Signature Chairman			Chairman		
City of Point Pleas	y of Point Pleasant Print			Signature Building Inspector					