

Pass Christian Historic Preservation Commission
Certificate of Appropriateness application

****Application is **NOT** valid unless signed by the Commission Chair Person.****

OFFICE USE ONLY

Final Approval (please circle one)	YES	NO
Commission Chair Signature		Date
Planning Office Signature		Date
Applicant Signature		Date
Description of Approval		

Applicant's Name _____

Applicant's Address _____

Applicant's Number (h) _____ (c) _____

Property Owner _____

Property Address _____

Property Parcel # _____

Owner's Number (h) _____ (c) _____

Historic Significance (please check)

Contributory _____ Intrusive _____ Vacant Lot _____

Addition _____ Significant _____ Parcel _____

Zoning District _____

Type of Work Project (please check)

New Construction _____ Addition _____ Repairs _____

Renovations _____ Roofing _____ Fence _____

Other _____

**Pass Christian Historic Preservation Commission
Process required to apply for Certificate of Appropriateness**

Checklist

Two (2) copies of Application:

- One (1) to be returned to Applicant, with comments
- One (1) to be retained by Code Office, with comments

Drawings:

- Elevation views for front, side, and rear of all structures (**drawn to scale, no less than ¼" per foot**)
- Floor plan, roof plan, and site plan (**drawn to scale, no less than ¼" per foot**)
- One (1) **reduced** set on legal size paper (**not to scale**)

Please indicate on plans the detailed specifications for:

- All Exterior finishes, and Historical Colors (Available at paint and hardware stores.)
- Ancillary Buildings
- Doors and Windows - materials, types, finishes (front, side, rear)
- Facia, Soffit, Casings, Dormers
- Porches - including columns, ceilings, and decking details
- Roof materials and Color
- Shutters
- Siding - material, exposure (front, side, rear)
- Fences
- Driveway