Form C13 - Certificate of Appropriateness Application Checklist

**Project Name:** Click or tap here to enter text.

**Project Number:** Click or tap here to enter text.

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| CERTIFICATE OF APPROPRIATENESS SUBMITTAL CHECKLIST: | **Applicant** | **Staff** |
| **FORMS AND CERTIFICATES:** | **(X)** | **(X)** |
| 1. Completed Form *A13 - Certificate of Appropriateness* *(Major)* or Form *A14 - Certificate of Appropriateness (Minor)* application (in Accela) |  |  |
| 1. Completed Form *B13 - Certificate of Appropriateness Application Worksheet (Major and Minor)* |  |  |
| 1. Completed Form *D1 - Affidavit of Ownership/Agent Authorization* |  |  |
| **FORMS AND CERTIFICATES:** | **(X)** | **(X)** |
| 1. Pre-Application comments |  |  |
| 1. Project Narrative (separate Word document describing the request in detail, including ownership and a description of the proposed addition, demolition, modification; change in materials, shape, form; replacement of elements (windows, doors); etc.) |  |  | |
| 1. Application fee payment |  |  |
| 1. Corporate Ownership Articles of Incorporation, if applicable |  |  |
| **PLANS:** | **Sheet #** | **(X)** |
| 1. Construction Plans, if applicable, which must include a minimum of 2 sets no larger than 11” x 17”, sealed by licensed engineer. | # |  |
| 1. Plans of the proposed project including all affected building elevations | # |  |
| 1. Licensed Architect rendition of front, sides, and rear profile of the existing structure or proposed addition. | # |  |
| 1. Elevation Certification obtained from a licensed engineer. | # |  |
| 1. Photographs of the property on each of side of the structure, ensuring to include all elevations | # |  |
| 1. Materials samples | # |  |

Any item believed to be “not applicable (NA)” must be explained in writing. Click or tap here to enter text.