WEST LAFAYETTE HISTORIC PRESERVATION COMMISSION

222 N. Chauncey Avenue, Room 102 ▪ West Lafayette, IN 47906 ▪ 765-775-5160

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

OFFICE USE ONLY*****DO NOT COMPLETE ANY ENTRIES CONTAINED IN THIS BOX*******OFFICE USE ONLY**

Date Received: _____ Date Approved COA Expires: _____

LOCAL HISTORIC DISTRIC PROJECT_____

___Approved ___Approved with Amendments ___Denied ___Tabled ___Withdrawn by Owner

Approved by: _____ Date: _____

ADDRESS OF PROJECT: _____

Brief description of proposed work: (Please PRINT CLEARLY or TYPE)

If necessary for description please attach additional sheet.

_____

_____

_____

What are the approximate start and finish dates of the proposed work?

Start _____ Completion _____

Present use of property: _____

Proposed use of property: _____

APPLICANT (Please PRINT CLEARLY or TYPE)

Name: _____

Mailing Address: _____

Phone: _____

E-Mail: _____

APPLICANT relationship to Owner ___Contractor ___Architect___ Realtor___ Agent___ Other

CONTRACTOR (Please PRINT CLEARLY or TYPE)

Name: _____

Mailing Address: _____

Phone: _____

E-Mail: _____

CONTACT PERSON: _____Phone: _____

E-Mail: _____

ESTIMATED COST OF PROJECT: _____

The West Lafayette Historic Preservation Commission is a nine-member board who meets monthly to review the COA applications that are subject to commission review.
The West Lafayette Historic Preservation Commission cannot render judgment nor process an Application without the specific documentation listed below. It is the Applicant/Owner who must provide comprehensive documentation of the proposed project with adequate information so that there is a complete understanding of the project for the commissioners and staff when rendering a decision. Applications will NOT be processed without all required or requested documentation. An incomplete COA application may delay the COA review process

These items must have been completed before submitting application: (Please check <u>yes</u> or <u>no</u> below)

1. **Are all zoning approvals met and in compliance for the proposed work? Yes☐ No☐**
2. **Are there any Variances pending or necessary for the proposed work? Yes ☐ No☐**

Documentation to be submitted with applications: (Minimum requirements for all COA Applications)

(Please place a check mark at each listed item below that you include with this application)

Photos of building exterior (all visible elevations) maximum of 4 photos to an 8 ½" x 11" sheet

- ☐ Complete drawings of proposed project
- ☐ Floor plans of affected levels
- ☐ Exterior elevations of all areas where work will occur (minimum 11" x 17" sheet)
- ☐ Signed application
- ☐ Site plan (If project affects ground floor exterior)
- ☐ Sample or brochure plus specifications and color samples of all permanent materials to be used
- ☐ Witten description of proposed project and 1 set of full-sized plans
- ☐ Photos of adjacent or attached structures showing locations of connection
- ☐ Electronic versions of complete drawings of the proposed project are acceptable

NOTE: See categories below for specific projects and additional documentation as applicable.

WINDOW PROJECTS (Additional Documentation)

(Check-mark all that apply)

- ☐ Elevation drawings of each window type
- ☐ Window section drawing(s): with head, sill, jamb, mullion, and muntins with all dimensions
- ☐ Condition statement of existing windows describing the type and extent of deterioration for windows to be removed or replaced. If replacement windows are proposed, submit photos showing condition and extent of deterioration.
- ☐ Note indicating whether or not windows are original
- ☐ Note on plan and elevations which windows are new and which are original to remain.
- ☐ Note materials to fill in opening and indicate structure to be removed if applicable.

DOOR(S) PROJECTS (Additional Documentation)

(Check-mark all that apply)

- ☐ Close-up photo(s) of the existing door(s) to be replaced and photos of doors on adjacent buildings
- ☐ Condition statement of the existing doors describing the type and extent of deterioration
- ☐ Door elevation drawing(s) of each door type
- ☐ Door section(s)
- ☐ Note on plan and elevations which doors are new and which are original to remain

SIGNAGE (Additional Documentation)

(Check-mark all that apply)

- ☐ Color photo(s) of the entire building with proposed location of the signage indicated
- ☐ Close-up photo of the proposed signage location
- ☐ Detailed drawings showing the dimensions of the sign and how it will be attached to the building
- ☐ Description of the proposed sign and bracket materials, dimensions, sign lettering, signage lighting, and method of attachment to the building. We recommend you use existing holes where possible. If new anchorage holes are necessary, place anchorage in existing mortar joints and avoid damaging existing bricks and permanent exposed building materials.

Please note: Signage area and permits must be approved by the City of West Lafayette Engineering Department

STOREFRONTS/FACABDES, AWNINGS, SHUTTERS, AND OTHER ARCHITECTURAL ELEMENTS (Additional Documentation)

(Check-mark all that apply)

- ☐ Clear description, photos and elevation drawings of proposed signage, lighting, awnings, security systems, and accessibility provisions (i.e. lifts, ramps, handrails etc.)
- ☐ Color photos/elevations showing storefront/façade of all floors as they relate to all proposed work
- ☐ Drawings specifying the plan, section, and construction details.

NEW CONSTRUCTION, ADDITIONS, GARAGES AND CARRIAGE HOUSES (Additional Documentation)

(Check-mark all that apply)

- ☐ Same requirements as listed on page 2 under **Documentation to be submitted with application**

STOOPS, STEPS, FENCES, HANDRAILS, PORCHES, AND BALCONIES (Additional Documentation)

(Check-mark all that apply)

- ☐ Color photos and construction plans detailing the location of the proposed stoops, steps, fences, handrails, porches, and balconies
- ☐ Drawings specifying the proposed work, construction details, and installation method for all improvements under this section
- ☐ Drawings of existing conditions without the proposed work

ROOFS (Additional Documentation)

(Check-mark all that apply)

- ☐ Color photos detailing the location of the roof(s)
- ☐ Drawings specifying the plans, construction details, and installation methods

STREETSCAPING (Additional Documentation)

(Check-mark all that apply)

- ☐ Drawings and specifications of proposed site plan, including trees, planting, grates, sidewalk amenities, signage, art work, sculptures, fountains, benches, tables, seating, etc.
- ☐ Drawings of the existing conditions without the proposed work

Please note: If the COA is approved, any changes or amendments to the approved COA will require additional review by city staff or the historic Preservation Commission. An approved COA is valid for 12 months from the date of approval of the COA. After 12 months COA application must be resubmitted and reapproved by the HPC or Staff to continue the project.

REQUIRED SIGNATURE: The undersigned certifies that the statements set forth in this application including all drawings and specifications submitted herewith are true and correct, and agrees that the proposed improvements described in this application will be constructed in all respects in accordance with the approved COA as specified in the application, drawings and specifications submitted herewith. The undersigned further agrees to abide by any amendments approved to be part of this project by the West Lafayette Historic Preservation Commission or Staff.

Applicant (Print clearly or type): _____

Signature of Applicant: _____ Date: _____

Owner (Print clearly or type): _____

Signature of Owner (if different): _____ Date: _____

APPLICATIONS AND DOCUMENTATION:
Applicant must provide 13 copies of the completed and signed COA Applications and all documentation noted to be submitted with COA Application including: Materials to be used, detailed written description of the project with dimensions, drawings to scale, construction methods, finishes, manufacturing brochures and specifications as well as clearly labeled photographs of the building and affected areas. Plus any additional documentations as requested by Staff or the COA Committee. Electronic versions may be submitted if available in addition to the 13 copies noted above. The copies will be supplied to each Commissioner and the City Staff for the West Lafayette Historic Preservation meeting.

The Commission follows the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings when reviewing applications. Applications should follow these standards and guidelines when applicable. The West Lafayette Resource Guide can be accessed online at www.westlafayette.in.gov.

Certain work in a Historic District may be approved by the Staff in lieu of being reviewed by the West Lafayette Historic Preservation Commission, but the applicant will still be required to submit this application for Staff review with all documentation as noted for the proposed project. **Staff is authorized to approve the following:** Signs that comply with the guidelines, Installation of storm windows, Installation of re-skinning canvas awnings and canopies of a simple design, Installation of historically appropriate hand rails, Temporary removal of historic building components for the purpose of repair, Replacement of roof sheathing when there are no structural changes, Removal of chimneys that are only visible from the rear of a structure, Installation of stained or leaded glass windows, Installation of appropriate historical shutters, Removal of a non-original addition or alteration to a structure, and Extension of an approved COA for up to one additional year if the project scope has not changed. If questionable, please contact Staff to determine whether your project must be reviewed by the West Lafayette Historic Preservation Commission.

APPLICATION SUBMITTAL DEADLINE:
This COA Application Form and all supporting documentation MUST arrive by 12:00 noon on the deadline date established to be considered at the next Historic Preservation Commission Meeting. Any information not provided to staff in advance of the meeting may not be considered by the Commission during their deliberation. Please call if you have any questions and Staff will assist you.

MEETING ATTENDANCE:
For COA applications requiring review by the West Lafayette Historic Preservation Commission attendance at the Commission Meeting is strongly recommended to present the project and answer questions. The Commission will also hear public comments prior to making a decision on the project. Failure by the Owner, applicant or contractor to attend such meetings may result in denial of the Application due to insufficient presentation.

INSPECTIONS:
All projects will be inspected during and following execution, for compliance with the decision(s) rendered by the West Lafayette Historic Preservation Commission.
Owner acknowledges that while the West Lafayette Historic Preservation Commission only considers Certificates of Appropriateness for exterior features, under certain circumstances it may be necessary for the Commission Staff to have access to the interior of the building in order to accurately assess the condition of the exterior features. The lack of access to the interior may prevent the Commission Staff from making a favorable recommendation.
Applicant **MUST** notify the Commission Staff upon completion of the approved COA work for a final inspection of the improvements.

WORKING WITHOUT A COA/DENIAL OF A COA
West Lafayette Staff inspectors regularly inspect historic properties to insure compliance with approved Certificates of Appropriateness. When additional work has been commenced without an approved COA, a Staff inspector may issue a stop work order and request that the Owner seek an addendum to the original COA to include any additional work, revisions or changes. Work undertaken without a Certificate of Appropriateness is illegal, and the West Lafayette Historic Preservation Commission may require that unauthorized changes in a historic structure be reversed or completed in a satisfactory manner. If the work continues, a building official may issue a citation with a fin and the Owner may be required to remove inappropriate and unapproved materials. Please contact the Staff if there is any question about changing the scope of the work approved.