

# Eufaula Historic Preservation Commission

City of Eufaula  
P. O. Box 219  
Eufaula, Alabama 36072-0219

## Certificate of Appropriateness Signage

This application must be submitted to the Commission no later than ten days before the Commission's next meeting. This application may be returned by mail to the above address, or by email to TBush@EufaulaAlabama.com, or by fax to 334-688-2015, or in person to the City of Eufaula Mayor's Office, 205 East Barbour Street.

It is the policy of the Commission that the property Owner or a representative of the Owner must be present at the Commission meeting to discuss the application. If no one is present to represent the Owner, the application will be considered incomplete and will not be considered.

Date of Application: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date of Next Meeting: \_\_\_\_\_

Address of Property: \_\_\_\_\_  
Name of Owner: \_\_\_\_\_  
Business Name if Applicable: \_\_\_\_\_  
Owner's Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Owner's Telephone #: Day #: \_\_\_\_\_ Home #: \_\_\_\_\_  
Owner's email: \_\_\_\_\_

### SIGN DIMENSIONS:

Height of sign: \_\_\_\_\_ feet \_\_\_\_\_ inches

Width of sign: \_\_\_\_\_ feet \_\_\_\_\_ inches

### TYPE SIGN:

Single Face \_\_\_\_\_ Double Face \_\_\_\_\_ Projecting \_\_\_\_\_ Wall \_\_\_\_\_

Total square footage of sign: \_\_\_\_\_ square feet (Both sides if doubled-faced)

Describe type of lighting to be used: \_\_\_\_\_

How will sign be mounted? \_\_\_\_\_

**MATERIALS:**

Sign material: \_\_\_\_\_

Letters material: \_\_\_\_\_

Border material: \_\_\_\_\_

1. Has the applicant/Owner read Chapter 11 – Signs of the Eufaula Design Review Manual? Yes: \_\_\_\_\_ NO: \_\_\_\_\_

2. Does the Work of this Application comply fully with the requirements of Chapter 11 – Signs of the Eufaula Design Review Manual? Yes: \_\_\_\_\_ No: \_\_\_\_\_.

3. If the Work does not fully comply, list specifically what does not comply and why a waiver to the requirements should be granted. Attach a separate sheet if necessary. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The Work, as described in this application, will begin within \_\_\_\_\_ days from the approval of this application. The Owner agrees that all of the Work in this application will be completed on or before (date) \_\_\_\_\_.

5. Estimated cost of the Work: \$ \_\_\_\_\_

**In order for this application to be considered by the Commission, questions 1-5 must be answered and the following items must be submitted:**

- A. Two copies of a photo of the building face where the sign will be installed.
- B. A scale drawing, with dimensions, of the building face where the sign will be installed showing the location of the sign and the size of the sign. The Commission does not require that scale drawings be professionally prepared; it can be prepared by the applicant.
- C. A camera ready drawing of the sign showing the sign layout, the sign dimensions, the type styles to be used, the materials and color of the sign, the materials and colors of the lettering and the materials and color of the sign border.

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The Eufaula Historic Preservation Commission will review this application and approve it, reject it, or approve it with certain modification and/or clarifications. Work cannot begin on the project until this Certificate of Appropriateness is approved or approved with modification and signed by the Commission's representative and returned to the Owner.

Once the Certificate is approved, or approved with modification and signed by the Commission, if the Owner begins the Work, the Owner, by beginning the Work, acknowledges that it will complete the Work in accordance with this Certificate of Appropriateness, as modified by the Historic Preservation Commission.

Any proposed design changes to the Work after the issuance of this Certificate must be approved in writing by the Commission.

If the Certificate is denied, or approved with modifications that the Owner cannot agree to, the Owner can reapply to the Commission or appeal to the Circuit Court.

Owner's Signature: \_\_\_\_\_

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**(For use by the Commission)**

Disposition by the Eufaula Historic Preservation Commission at its meeting on \_\_\_\_\_ date:

( ) Approved

( ) Rejected

( ) Approved with the following modifications and/or clarifications:

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Eufaula Historic Preservation Commission's authorized representative's signature:

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Date: \_\_\_\_\_