

Eufaula Historic Preservation Commission

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

Certificate of Appropriateness

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: _____

1. Provide a brief description of the "Work" to be performed: _____

The members of the Commission are prepared to assist Owners in the preparation of this application. For large projects, such as new construction or major additions or renovations it is strongly recommended that Owners consult with the Commission at the start of the project planning rather than waiting until the project planning and/or design is completed.

2. Has the applicant/Owner read the portions of the Eufaula Design Review Manual applicable to the Work of this application? Yes: _____ NO: _____

3. Which sections of the Eufaula Design Review Manual apply to the Work of this application?

Sections #	Title of Section

4. Does the Work of this Application comply fully with the Eufaula Design Review Manual? Yes: _____ No: _____.

5. 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. _____

6. 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) _____.

7. Estimated cost of the Work: \$ _____

Complete the check list on page four and five of this application and attach the required items.

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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.

In order for this application to be considered by the Commission, questions 1-7 must be answered and the required items from the check list pages 4 and 5 of this application must be submitted.

Owner's Signature: _____

(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:

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

Date: _____

Eufaula Historic Preservation Commission
Checklist for Submittals
Certificate of Appropriateness

Please check the items included with your application.

**NEW CONSTRUCTION, ADDITIONS AND
RENOVATIONS:** Submit the following:

Site plan: If the footprint of the structure changes, submit two copies of a site plan drawn to scale of the property showing all property dimensions, structures, walks and drives.

Floor plan: If the footprint of the structure changes, submit two copies of a scale drawing of the floor plan with dimensions.

Elevation: Submit two copies of a scale drawing with dimensions of all affected exterior elevations.

Exterior Materials: Notes describing the materials to be used on the exterior (i.e. walls, trim, cornice). Include samples of brick, stone or other similar materials.

Roofing: See below

Paint: See below. If drawings are submitted, show the locations of the various paint colors on the drawings. If drawings are not required, provide a written description of the locations to be painted.

Windows: Submit photographs or two catalog cuts of new windows. Indicate the dimensions of the window and dimensions of any existing windows in the structure.

Doors and Hardware: Submit photographs or two catalog cuts of new exterior doors and hardware. Indicate the dimensions of the doors and dimensions of any existing exterior doors in the structure.

Architectural Details: Submit detailed drawings or photographs of any new decorative architectural details (i.e. columns, balustrades, medallions, etc.)

Photographs: Submit photographs (two copies) of the property including photos of all affected elevations and detail photos of the areas of work.

EXTERIOR PAINTING: Submit the following:

Exterior Painting: Color schemes should be appropriate for the period of the building. Indicate the main body color; trim or decorative feature colors and any accent colors such as shutters, porch decks, etc. Submit two color samples of each color to be used and a written description describing the various locations to be painted.

ROOFING: Submit the following:

Roofing: For new roofing submit two samples of new roofing material or two color catalog cuts for the material.

FENCES AND GATES: Submit the following:

Two copies of a drawing, photograph or catalog cut of the fence or gate with the height and scale notes.

A description of the materials used.

Two copies of a site plan drawn to scale with dimensions showing the property, all structures, walks, drives and the location of the new fences and/or gates.

Two paint color samples of the fence and/or gates if it is to be painted.

WALKS AND DRIVES: Submit the following:

Two copies of a site plan with dimensions showing the property, all structures, walks and drives and the location of the new walks and/or drives.

A description of the materials to be used.

DRAWINGS, CATALOGS, SAMPLES AND

PHOTOGRAPHS: Where scale drawings, photos, catalog cuts or samples are called for above, submit two copies of each. The Commission does not require that scale drawings be professionally prepared; they can be prepared by the property owner.