

APPLICATION FOR DEVELOPMENT

LANDMARKS COMMISSION REVIEW CHECKLIST

Applicants seeking a *Certificate of Appropriateness* from the Landmarks Commission, should bring enough information about their project to the hearing so that the members can easily understand the scope of the proposal.

Applications should include the following:

1. Statement of the intended use.
2. A scale elevation, or elevations, of the proposed building or structure.
3. A scale plan, or plans, showing all proposed and/or existing buildings, signs, parking areas, setbacks and yard distances to street and lot lines
4. Existing and proposed lot coverage
5. Photographs of the building, the site and the adjacent property if appropriate.
6. A survey map of the property with lot and block numbers.
7. Any historic documentation of the building or property including personal papers, books, magazines or newspaper accounts.

Note: Items 1 through 4 are required to be submitted by ordinance and one copy will be retained in the applicant's file.
Items 5 through 7 provide helpful information to the board and will be returned after the review.