

## Certificate of Appropriateness/Conceptual Review Application Form

Application

Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**Project Classification:** Criteria for issuance of certificates of appropriateness can be found in Section VIII of the BSL Historical Preservation Ordinance, No. 509. Please check appropriate box(es)

**Conceptual Review:** Discuss with the commission preliminary design ideas for a project. The commission will address the appropriateness of the proposal and provide helpful advice. **Items needed include, but are not limited to,** site plan (plat) indicating where the proposed project is to be built. Photos and/or sketches of the proposed improvements. No architectural drawings are required. A COA will not be issued for a C.R.

**Addition / Renovation:** Exterior alterations and or additions should be compatible with the building itself; its original design & style. **Items needed:** photos of existing improvements. Site plan accurately depicting the placement of current & proposed improvements. Plans & exterior elevations drawn to scale that clearly show the design and architectural character of the proposed addition or alteration as it relates to the existing improvements. List of materials describing the size, textures and other characteristics about their appearance.

**New Construction:** New Construction should be visually compatible with the buildings and environment to which it is related, their effect upon the immediate surroundings and the district as a whole while maintaining the rhythm created by building masses, relationships between windows, doors, materials, textures, the patterns, the trims, and the design of the roof. **Items needed:** Architectural drawings to scale. Site plan, to scale (plat) indicating where the proposed project is to be built. Specific description of materials, types & sizes. Photographs of proposed site. Incomplete application for new construction may be considered under conceptual review.

**Demolition:** Consideration is given to the individual architectural, cultural, and/or historical significance of the resource; the importance or contribution of the resource to the architectural character of the district; and to neighboring property values. **Items needed;** Photographs of existing building. Site Plan to scale. Condition reports; Foundation plan of replacement and/or documentation of justification.

**I hereby certify that I understand this application will not be accepted and processed until all requested information has been supplied. I also understand this application may require a site visit/additional research.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature Required: \_\_\_\_\_ Date: \_\_\_\_\_

**Please refer to the checklist of materials required with your application**  
**A Meeting with the Bay St Louis HPC to discuss the specific details of your project is strongly encouraged.**  
*Historic Preservation Commission / City Council Use Only*

HPC Review / City Council Review

Historic District: \_\_\_\_\_ Case Number: \_\_\_\_\_

Historic Preservation Commission Reviewed Review Date: \_\_\_\_\_

**Recommendation:**  Approval  Approval with Conditions \*  Disapprove

Comments: \_\_\_\_\_

\* Requires Property Owner / Applicant Signature

City Council Reviewed

COA Action: Approval:  YES  NO Date COA Action: \_\_\_\_\_ Review Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
 (BSL Historic Preservation Commissioner / City Council President Signature) (Date)

*Once Completed & Signed - Original copy - HPC, Copy-Building Department*

