

Landmarks Preservation Ordinance

Certificate of Appropriateness Application Procedure

Prior to the commencement of any work requiring a certificate of appropriateness, the owner shall file an application for such a certificate with the LPC. The application shall contain:

- (i) name, address and telephone number of applicant;
- (ii) location and photographs of property;
- (iii) elevation drawings of proposed changes, if available;
- (iv) perspective drawings, including relationship to adjacent properties, if available;
- (v) samples of color or materials to be used;
- (vi) where the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination, and a plan showing the sign's location on the property; and
- (vii) any other information which the Committee may deem necessary in order to visualize the proposed work.