



Uptown Façade Board

Application for Certificate of Façade Appropriateness

A completed application must be submitted **fourteen (14) days** prior to the Uptown Façade Board meeting. For an application to be complete, all required items must accompany the application at the time of submission. The application will be reviewed within **thirty (30) days**.

The Uptown Façade Board meetings are held at 3:00 PM on the third (3rd) Monday of every month. A representative MUST be in attendance to present the application and answer any questions.

Business Name _____

Business Property Address _____

Applicant Name _____

Applicant Mailing Address _____

Applicant Phone & Email _____

Property Owner's Name , Phone & Email _____

****If the property is leased, a letter of approval from the property owner must accompany this application.***

Year Constructed _____ Nat'l Register of Historic Places? Y ___ N ___ Local Designated Historic Property? Y ___ N ___

Description of proposed façade alteration: _____

Information explaining the alterations must accompany the application (see attached sheet). Drawings and other paperwork may not be larger than 11" x 17". To submit larger drawings, provide twelve (12) sets.

I certify, to the best of my knowledge and belief, that all of the information included with this application is correct. I will perform all renovations according to the drawing(s) described above and attached hereto as plans and specifications. No other work, beyond that which is described above, will be undertaken at the stated address, without further review by the Uptown Façade Board.

Signature of Applicant: _____ Date: _____

Uptown Façade Board Application Review List

In answering the following questions, the applicant should be prepared to explain how their application request conforms to the Façade Guidelines. The Review List must be completed and included with the application. A Guidelines Reference follows each question.

1. How do the proposed changes address the issue of streetscape continuity, traditional colors, building setback, etc., in order to complement the buildings in the surrounding area? (Sec. 1.2-1.9, 3.1) _____

2. Does your request conform to/complement the existing architectural patterns, rhythms and alignments? Yes _____ No _____ N/A _____ (Sec. 1.6.2, 1.6.4)
3. Are the proposed changes harmonious in size, shape and ornamentation with nearby buildings? Yes _____ No _____ N/A _____ (Sec. 1.6.3, 1.6.4)
4. Is the storefront being remodeled to repeat traditional design? Yes _____ No _____ N/A _____
5. Are original façade materials and architectural elements being removed? Yes _____ No _____ N/A _____ (Sec. 16.61, 2.3, 2.5)
6. How is the rear entrance being treated? _____

Signage

1. Is the sign primary, secondary or complimentary? Explain: _____
_____ (Sec. 6.2.1, 6.2.2, 6.2.3)
2. What material(s) is the sign made from: _____
_____ (Sec. 6.4)
3. Does the proposed sign meet the 5% space requirement? Yes _____ No _____ (Sec 6.1.2)
4. If sign is on glass/storefront, does it meet the 25% space requirement? Yes _____ No _____ (Sec 6.1.3)
5. Is the requirement limiting the number of signs per site being met? Yes _____ No _____ (Sec 6.1.1)
6. Do the sign(s) cover a doorway, window, or architectural detail? Yes _____ No _____ (Sec 6.1.4)
7. Is the sign a menu board, awning sign, etc.? _____ (Sec. 6.2.2, 6.2.3)
8. Does this category of signage comply with Section 6 of the guidelines for its type? Yes _____ No _____

Does the implementation of the guidelines to carry out the project, create any undue hardship as defined within these guidelines? Yes _____ No _____

If "yes," explain

Procedures for Obtaining Approval to Make Façade Changes

STEP 1: Property owner, architect, or contractor meets with the Façade Board Secretary to discuss proposed alterations and to submit information that will aid in the review process and will assist the applicant in obtaining a Certificate of Appropriateness. The property may be a Historic Property or Landmark Property and may also require BHAR (Board of Historic and Architectural Review) review and approval.

STEP 2: The applicant submits a completed application for the Certificate of Appropriateness, including a site plan, description of improvement(s), architectural drawing(s), etc., and files them with the Façade Board Secretary at least **fourteen (14) days** prior to the next Façade Board meeting.

CHECKLIST TO COMPLETE THE APPLICATION

- Written description of proposed changes
- Color photos of existing conditions (minimum of two (2) views)
- Dimensions of proposed signage, dimensions of the building, glass surfaces and indication of sign(s) location on the structure
- Scaled exterior elevation showing proposed change(s)
- Letter from the property owner stating their approval for proposed change(s) for leased property
- Paint color chips, fabric or material samples, if applicable
- Fees:**

Board Case	\$150.00
Demolition	\$1,000.00

STEP 3: Staff prepares the agenda for the Façade Board Meeting, notifies the Board Members and applicant(s) about the meeting, and provides Façade Board Members with preliminary material on applicant(s).

STEP 4: Façade Board Members prepare for the meeting by reviewing the application(s) and supporting materials and/or visiting the site.

STEP 5: A public meeting of the Façade Board is held. Application(s) is presented and input from the interested parties is heard. The Façade Board may request additional information or modifications to the proposed changes.

STEP 6: If the application is approved, the applicant will receive a Certificate of Appropriateness and work may begin (or additional permits sought). If the application is denied, work cannot commence, however the applicant has the right to appeal to the Board of Zoning Appeals.

STEP 7: A building official or Façade Board Member will inspect the completed work and review the site for compliance with the approved change(s).