



CERTIFICATE OF APPROPRIATENESS APPLICATION

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1. TYPE OF APPLICATION (Check-off as appropriate)

A. Type

1. **Insubstantial or Minor Activity** - means and/or includes alterations, additions, or other work performed on a building, structure or site, that does not result in the increase or decrease of site coverage, floor area, or any exterior wall or roof surface in excess of five percent (5%); the installation, removal or replacement of a fence; the replacement or repair of surface materials, such as roofing or siding or an exterior architectural feature, with materials of identical or substantially similar type and/or design a building or structure; the cleaning of an exterior surface of a building or structure by sandblasting, high-pressure spraying, or other chemical or mechanical means; and such other activities as would not detrimentally impact or influence in any substantial way the historic integrity and/or appearance of a landmark building, structure, site or designated historic district, and/or as deemed to be insubstantial or minor upon petition to and determination by the Historic Preservation Commission.

2. **Substantial or Major Activity** - means activity not defined or qualifying as insubstantial or minor activity, including, but not limited to, the reconstruction, rehabilitation, remodeling, renovation or restoration of more than five percent (5%) of the exterior surface area or exterior architectural features, including roof area and porches, of a building, structure or site, or the erection, moving, demolition, relocation or substantial alteration of, or addition to a building, structure or site.

2. PROCEDURE (City Code Section 16-18-100)

A. Development Process

1. Pre-Application Conference. Optional.
2. Submit Application.
3. Staff Review. Determination of Minor or Major Activity.
 - a) Minor Activity. Administrative Review with Two-Person Commission Committee.
 - b) Major Activity. Posting of Site, Applicant Notice and Action Taken by the Commission at a Meeting.

STAFF USE ONLY

Application received by: _____ Date/Time: _____
Code: _____ Project Name: _____ File Name: _____
Fee: _____ Receipt #: _____ Check #: _____

3. APPLICATION CONTENTS (City Code Section 16-18-100(2))

A. All Projects, 10 copies of all materials are required:

- 1) **General Development Application.**
- 2) **Photographs.** All applications shall be accompanied by photographs reasonably and accurately depicting the current status of the building, structure or site, or that portion thereof, subject to the application.
- 3) **Additional Information.**
 - a) New Construction or Alterations, Additions, Reconstruction, Rehabilitation, Remodeling, Renovations or Restoration. The application shall contain or be accompanied by a list of current and proposed materials, and finishes, and by engineered plans, architectural drawings, site plans, elevations, landscape plans, and/or such other drawings or visual devices as reasonably necessary or required to adequately inform and educate the planning staff and commission concerning the activity proposed in the application.
 - b) Demolition or Relocation of a Landmark or Contributing Building, Structure or Site.
 - A detailed description of the reasons supporting or justifying the proposed demolition or relocation, including a delineation and explanation of all economic data where economic hardship or other economic cause is given as a reason for the proposed activity.
 - A detailed development or redevelopment plan for the demolition and/or receiving relocation site and a schedule for same.
 - A report prepared by an architect, appraiser, engineer or other qualified person or persons experienced in the rehabilitation, renovation and/or restoration of historic buildings, structures or sites addressing:
 - The structural soundness of the building, structure or site and its suitability for rehabilitation, renovation, restoration or relocation.
 - The economic and structural/engineering feasibility of the rehabilitation, renovation and/or restoration of the building, structure or site at its current location.
 - The economic and structural/engineering feasibility of relocating the building, structure or site.
 - c) Demolition or Relocation of a non-landmark or non-contributing building, structure or site located in a historic district shall include the following:
 - A detailed description of the reasons supporting or justifying the proposed demolition or relocation.
 - A detailed development or redevelopment plan for the demolition and/or receiving location site.
- 4) **Application Fee.** \$25.00 cash or check made out to City of Salida