

CITY OF TUSCALOOSA HISTORIC PRESERVATION COMMISSION  
PLANNING & DEVELOPMENT SERVICES

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

PHONE # 248-5110

FAX# 349-0136

HPC# \_\_\_\_\_

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

Historic District where property is located: \_\_\_\_\_

Owner: \_\_\_\_\_ telephone: \_\_\_\_\_

Applicant (if different from owner) \_\_\_\_\_ telephone: \_\_\_\_\_

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

Tax parcel Number (s): \_\_\_\_\_

Architect: \_\_\_\_\_ telephone: \_\_\_\_\_

Contractor: \_\_\_\_\_ telephone: \_\_\_\_\_

Check the appropriate box that best describes your intended actions and enter estimated cost.

- Exterior Alteration
- Addition or New Construction
- Sign
- Other

Estimated Cost: \_\_\_\_\_

Please explain:

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**ALL APPLICATIONS MUST INCLUDE THE NAMES AND ADDRESSES OF ALL ADJACENT  
PROPERTY OWNERS**

## Fees

Repairs and remodeling of existing buildings.....	\$50.00
New Construction and additions.....	\$50.00
Demolitions.....	\$50.00
Signs.....	\$25.00
Certificate of Economic Hardship.....	No fee
Minor work or routine maintenance .....	No fee

## Materials required with application: (New constructions, substantial alterations, or additions)

- Dimensioned site plans – one with existing conditions, one with proposed site conditions, drawn to scale no less than 1"=10'-0" showing the location of all buildings, additions, drives, sidewalks, fences, exterior lighting, large trees, landscaping, and other site work.
- Dimensioned exterior elevations of all sides of new buildings, including any altered roofline. Drawings for additions and alterations should include elevations of both existing and proposed construction, (before and after) with each condition labeled appropriately. All elevations should be at a scale of no less than ¼" =1'-0". Elevations should be of sufficient detail, both graphic and written, to describe all exterior design features and materials.
- List of all materials to be utilized and samples or brochures of materials for proposed building or addition, including any site furnishings.
- Elevations of neighboring buildings if mass or scale of proposed building or alteration is a concern.

## Optional exhibits

- Three-dimensional drawings (perspective, isometrics), though not generally required, are recommended for additional clarity.
- The Commission may require other drawings, illustrations, descriptions, and/or specifications, as required on a case-by-case basis, when the Commission considers such additional information necessary to make an informed decision.

## Signage

- Drawings and /or photographs of sign. Color and material samples.
- For freestanding signs, site plan showing proposed location. If a sign is four feet (4') or taller, an engineered drawing will be required for submittal.

## Landscaping and Parking

- Dimensioned plans drawn to scale no less than 1"=10'-0".
- For parking, indicate the percentage of the yard from the rear face of the house to the rear property line that will be occupied by parking. If the area is over 500 square feet, the application and site plan will be reviewed by the Office of the City Engineer for runoff and stormwater concerns. Indicate proposed materials.

**Whenever possible, please submit electronic files of required exhibits.**

**2016 Deadline and meetings dates**

Public hearings for the City of Tuscaloosa Historic and Preservation Commission will be held in the City Council Chambers, City Hall at 5:00 pm.

<u>DEADLINE (BY 12 NOON)</u>	<u>MEETING DATES</u>
December 21, 2015*	January 13, 2016
January 20	February 10
February 17	March 9
March 23	April 13
April 20	May 11
May 18	June 8
June 22	July 13
July 20	August 10
August 24	September 14
September 21	October 12
October 19	November 9
November 21**	December 14

\* Date changed to accommodate the Winter holidays.

\*\*Date changed to accommodate the Thanksgiving holiday.

***Certification of Applicant***

I hereby certify that I have read and examined this application and known the same to be true and correct. I understand that consideration of this application is based upon the correctness of the information I have supplied and that any permit (s) granted may be revoked upon finding by the Tuscaloosa Historic Preservation Commission that any relevant information supplied on or with application is substantially incorrect. I further understand that only complete applications including all required exhibits, and fees are considered by the commission and must be received by the City of Tuscaloosa Planning and Development Services Department by the scheduled deadline in order to be placed on the agenda.

It is my understanding that a Certificate of Appropriateness shall become void unless construction is commenced within six (6) months of date of issuance. Certificates of Appropriateness shall be issued for a period of eighteen (18) months and are renewable.

It is my understanding that a building permit issued by the City of Tuscaloosa Planning and Development Services Department is required for all work being done in historic districts.

Finally, it is my understanding that the plans submitted with this application and approved by the Commission are *final*, and, pending Commission approval, I am bound to follow the plans as approved. Should there be any changes to the approved plans, I understand that those changes must be reviewed prior to any work associated with such changes occurring.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date