



HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS APPLICATION

Last Updated, April 2021

Please complete all of the following required fields:

Property

Address of premises affected: \_\_\_\_\_ Historic District: \_\_\_\_\_

Owner Occupied  Renter Occupied

Owner

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Applicant (if different from owner)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor or Architect

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check the box that best describes your intended action(s) & include all estimated costs: \$ \_\_\_\_\_

- Exterior Alteration, Addition or New Construction, Signage, Other (please explain):

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 the application is substantially incorrect.

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

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.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE SUBMIT AN ELECTRONIC COPY OF THIS AND ANY NECESSARY SUPPORTING MATERIALS TO:

Office of Urban Development: 2201 University Boulevard, Annex III, 3rd FL Email: hpc@tuscaloosa.com
Planning Division Tuscaloosa, AL 35401

Please review the following information prior to application submission:

**2023 Meeting Dates & Deadlines:**

<b>DEADLINE (by 12 pm)</b>	<b>Meeting Date</b>
December 21, 2022	January 11, 2023
January 18, 2023	February 8, 2023
February 15, 2023	March 8, 2023
March 22, 2023	April 12, 2023
April 19, 2023	May 10, 2023
May 24, 2023	June 14, 2023
June 21, 2023	July 12, 2023
July 19, 2023	August 9, 2023
August 23, 2023	September 13, 2023
October 18, 2023	November 8, 2023
November 22, 2023	December 13, 2023

**REQUIRED Application Materials:**

**New Construction, Alterations, or Additions:**

Dimensioned site plans: showing all buildings, additions, drives, sidewalks, fences, exterior lighting, large trees, landscaping, and other site work locations, drawn to scale no less than 1" = 10'-0".

- (1) Existing Conditions
- (2) Proposed Conditions

Dimensioned exterior elevations: including sufficient detail, both graphic and written, to describe all exterior design features and materials, drawn to scale no less than ¼" = 10'-0".

- (1) Existing Conditions
- (2) Proposed Conditions

List of all materials to be utilized and samples or brochures of materials for proposed building or addition, including any site furnishings.

Where scale or massing of alteration is a concern, include elevations of neighboring buildings.

**Signage:**

Drawings and/or photographs of the sign.

For freestanding signs, a site plan showing proposed location. If a sign is four feet (4') or taller, an engineered drawing will be required for submittal.

**Landscaping & 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. In cases where 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 storm water concerns.

List of all materials to be utilized.

**Fee Schedule:**

Repair / Remodeling of Existing Building(s)	\$50.00
New Construction or Addition(s)	\$50.00
Demolition(s)	\$50.00
Sign(s)	\$25.00
Certificate of Economic Hardship	No Fee
Minor Works or Routine Maintenance	No Fee

**RECOMMENDED Application Materials:**

**Graphic 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.