



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. 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 Office of Urban Development, Planning Division 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 the 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 Office of Urban Development, Planning Division is required for all applicable works 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: _____

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

Office of Urban Development: 2201 University Boulevard, Annex III, 3rd FL
Planning Division Tuscaloosa, AL 35401

Email: hpc@tuscaloosa.com

Please review the following information prior to application submission:

2021 Meeting Dates & Deadlines:

DEADLINE (by 12 pm)	Meeting Date
December 16, 2020	January 13, 2021
January 20, 2021	February 10, 2021
February 17, 2021	March 10, 2021
March 17, 2021	April 14, 2021
April 21, 2021	May 12, 2021
May 19, 2021	June 9, 2021
June 16, 2021	July 14, 2021
July 21, 2021	August 11, 2021
August 18, 2021	September 8, 2021
September 15, 2021	October 13, 2021
October 20, 2021	November 10, 2021
November 17, 2021	December 8, 2021

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.

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.