

NORTH LITTLE ROCK HISTORIC DISTRICT COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

APPLICANT OR REPRESENTATIVE OF APPLICANT MUST APPEAR BEFORE COMMISSION WHEN APPLICATION IS HEARD.

PROPERTY

Name of Property: _____

Address: _____

PROPERTY OWNER Please attach proof of ownership (i.e.: deed, mortgage payment, promissory note, etc.)

Name _____

Address _____ Telephone _____

AUTHORIZED REPRESENTATIVE OF PROPERTY OWNER

Name _____

Address _____ Telephone _____

PROJECT ARCHITECT/ENGINEER/CONTRACTOR

Name _____

Address _____ Telephone _____

ESTIMATED DATE(S) OF PROPOSED WORK: _____

ESTIMATED COST OF PROJECT: _____

I understand that any and all work, construction and/or installations on the property must meet the requirements of the Historic District Commission's Design Guidelines. I understand that any false statements made in this application can result in the Certificate of Appropriateness being revoked by the Commission. I hereby certify that I am the owner, agent of the owner, or other person in control of the property and that the information given herein, and as shown on the application for Certificate of Appropriateness, is true and that I am authorized to obtain this Certificate of Appropriateness. I understand that if the construction and/or installation for which this Certificate of Appropriateness is issued are contrary to the requirements of North Little Rock codes or regulations, violations must be corrected. Approval by the Historic District Commission does not excuse the applicant, owner or agent from compliance with any other applicable codes, ordinances or policies of the City of North Little Rock unless expressly stated by the Commission or its staff. Responsibility for identifying such codes, ordinances or policies rests with the applicant, owner or agent. **Appeal Process:** Any applicant aggrieved by the determination of the Commission may, within (30) days after the making of such decision, appeal the determination of the Commission to the Circuit Court of Pulaski County, Arkansas. **Penalties:** Violations of this ordinance constitute a misdemeanor, and violators upon being found guilty shall be fined not less than \$10 nor more than \$500; each day that a violation continues to exist shall constitute a separate offense (ref. NLR Ordinance 6768) or can result in a lawsuit being filed in the Circuit Court of Pulaski County, Arkansas.

The Commission has informed me that I am entitled to a copy of the Historic District Commission's Design Guidelines. I hereby request _____; I hereby deny _____ a copy of the Historic District Commission's Design Guidelines.

SIGNATURE OF REPRESENTATIVE: _____

SIGNATURE OF OWNER: _____

DATE: _____

SUBMIT THE FOLLOWING:

DESCRIPTION OF PROPOSED WORK: _____

FOR EXISTING BUILDINGS:

- ____ 1) accurate (scaled) sketch, photograph, or drawing of each elevation where changes are proposed, showing existing appearances and proposed changes;
- ____ 2) description of materials to be used and an overall scheme (including colors), including, but not limited to, foundation, walls, trim, windows, doors, roof, chimneys, and any other exterior surface or detail.

FOR NEW CONSTRUCTION:

- ____ 1) accurate (scaled) sketch of all elevations showing proposed appearance and relationship to adjacent and nearby buildings;
- ____ 2) description of materials to be used including all exterior surfaces and details.

FOR DEMOLITION:

- ____ 1) current photographs of each elevation;
- ____ 2) current evaluation by professional architect, engineer;
- ____ 3) demolition cost estimate.

Period of Effectiveness: Certificate of Appropriateness is effective immediately upon issuance; work approved must begin and be completed within 12 months of approval. Once expired, project must be resubmitted for approval. Any work done outside of the scope of the Certificate of Appropriateness is null and void.