

Application Number: _____ Noon Deadline _____ 6 pm meeting _____
If your Application Package is not complete two days before the scheduled meeting day, your application may be removed from the agenda and scheduled for the next meeting.

Eureka Springs Historic District Commission
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Level I _____ Level I Sign _____ Level II _____ Level III _____
Address of Property _____
Name of Applicant _____ Phone _____
Address if not same as above _____
Property Owner if not same as applicant _____
Address if not same as above _____
Proposed work _____

A Certificate of Appropriateness is effective immediately upon issuance. Work approved must be completed within 12 months of approval. Before expiration, you may apply for a 6 month extension. Any work done outside of the scope of the Certificate of Appropriateness renders it null and void.

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 is true and that I am authorized to obtain the Certificate of Appropriateness. I understand that if the approved project is contrary to the requirements of City Municipal Code or International Building Code, then violations must be corrected. Approval of this application does not excuse the applicant, owner or agent from compliance with any other applicable codes, ordinances or policies of the City of Eureka Springs.

Penalties: Violation of this ordinance constitutes 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 offence. (Reference Municipal Code 2.64)

Applicant Signature _____ Date _____
Owner Signature _____

The following documents are required for approval (due by noon two days before meeting day):

____ **ALL APPLICATIONS: CURRENT COLOR PHOTOS** of all 4 sides of property, noting work area(s)
____ **Signs:** scale drawing or illustration in color or with color chips; indicate materials. Also photo or illustration of supporting armature, and visual indication of sign placement on property.

Level II applications involving fences, driveways, walkways & retaining walls and ALL Level III applications:

____ **Site Plan** of the property at scale: 1 inch = 20 feet. Must include location of all structures and outside equipment. Indicate parking areas, driveways, walks, etc.
____ **Elevation Drawings** for new construction and buildings which are to be altered in any way.

Material Changes & New Construction/Additions

____ **Paint:** manufacturer's color chips or samples of actual paint labeled and on paper. Indicate manufacturer's name and color number AND placement on building.

____ **Roofing:** small samples of shingle and/or manufacturer's name and shingle color

____ **Windows:** pictures or manufacturer's brochure indicating material, size, style and *placement*

____ **Siding:** pictures or manufacturer's brochure indicating material, size, style and *placement*

____ **Exterior Doors:** pictures or manufacturer's brochure indicating material, size, style and *placement*

____ **Other:** _____

____ **New Construction:** Please request a *New Construction Checklist*

CERTIFICATE OF APPROPRIATENESS

At a meeting of the Eureka Springs Historic District Commission on ___/___/___ this application is:

____ Approved ____ Denied ____ Deferred. **Comments/Conditions:** _____

Chairman _____ Secretary _____