



Central Permit Center • 555 Santa Clara Street • Vallejo • CA • 94590

Business License
707.648.4310

Building
707.648.4374

Fire Prevention
707.648.4565

Planning
707.648.4326

Public Works
707.651.7151

HISTORIC PROPERTIES & STRUCTURES COA# _____ CERTIFICATE OF APPROPRIATENESS APPLICATION

Appointments may be required for this application. Appointments must be made at least 24 hours in advance. Please call the main desk (707) 648-4326 to set up the appointment.

PROJECT INFORMATION

Property Address _____ APN _____

Description of Proposed Work

APPLICANT

Name _____ Daytime Phone _____

Address _____

Signature _____ E-Mail Address _____

PROPERTY OWNER

Name _____ Daytime Phone _____

Address _____

Signature _____

THIS APPLICATION WAS:

____ Approved by the Secretary on _____ by _____

____ Referred to the Commission for action at their meeting of _____

Appeal Action: _____ Approved (see Staff Report for findings and conditions)

_____ Disapproved

Application Fee: (001-1502-330-63-10) (C6)	\$ _____	Notice Fee (PM)	\$ _____
Permit Streamlining Fee (001-1502-310-30-25) (P2)	\$ _____	Permit Fee (P2)	\$ _____
General Plan Fee (001-1502-310-30-26) (P3)	\$ _____	General Plan (P3)	\$ _____
Total	\$ _____	Fire Fee (FS)	\$ _____

Any person adversely affected by a decision of the Secretary may appeal that decision to the Architectural Heritage and Landmarks Commission within 5 working days after action by the Secretary by filing a letter with the Planning Division no later than close of business on the fifth day.

Any person adversely affected by a decision of the Architectural Heritage and Landmarks Commission may appeal that decision to the City Council within 10 calendar days after action by the Commission by filing a letter with the Office of the City Clerk no later than the close of business on the tenth day. The City Council may affirm, reverse or modify any decision of the Architectural Heritage and Landmarks Commission which is appealed. The Council may summarily reject any appeal upon determination that the appellant is not adversely affected by the decision.

**HISTORIC PROPERTIES & STRUCTURES
CERTIFICATE OF APPROPRIATENESS APPLICATION**

COA CHECKLIST

To facilitate the evaluation of proposed work in the Architectural Heritage District, St. Vincent's Historic District or on a City Landmark property, the following information must be submitted, depending on the type of project. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

- Application Fee:** (cost code: 001-1502-330-63-10) \$ _____
- Plans:** All drawings, site plans and floor plans are to be readable and drawn to a commonly acceptable scale with labels and dimensions. Each sheet should include the applicant's name and the address of the subject property. New construction, building additions, major exterior alterations or other work requiring a building permit should be submitted on 18" x 24" paper. If large drawings are used, one set of 8½" x 11" or 11" x 17" reductions must also be submitted.
- Site Photos/Descriptive Materials:** Supply any photographs, descriptive brochures or samples of materials which would help describe the proposed work. Plans should show the character defining or distinctive architectural features of the structure. This can be achieved by providing a "typical" drawing of the detail or architectural features and then identifying the locations where they exist.
- Door or window changes:** Building elevations or photographs of areas to be affected. Provide dimensions of door or window openings and details on the replacement doors or windows including manufacturer and style. All attempts should be made to match existing sizes, materials, trims, sills and aprons.
- Stair/porch repair or replacements:** Photographs are sufficient for stairs which need only minor repairs and will be of the same style and materials. For new or replacement construction, provide building elevations or photographs of areas to be affected. Provide drawings of new or replacement stairs on 18" x 24" paper. (See Building Division handout "Stair/Porch Repair")
- Siding/cladding repair or replacements:** Photographs are sufficient for siding or cladding which will be replaced in-kind. For replacement of siding or cladding with new materials, provide building elevations or photographs of areas to be affected and brochures or information on manufacturer, style and composition of replacement materials. The Architectural Heritage and Landmarks Commission has determined that vinyl and metal composition materials are not appropriate.
- Fences:** Site plan showing property lines, sidewalks, driveways, existing structures and the location and height of proposed fencing. Provide drawings or photographs of fencing material. Fences in the front yard are to be no higher than 3'6". Appropriate fencing materials are wood, decorative metal and shrubbery. Cyclone or chain link fencing is not allowed.
- Installation of concrete, asphalt or other impervious surfacing:** Site plan showing property lines and public sidewalks, existing buildings, walkways, driveways and other areas of impervious surfacing (concrete, asphalt, etc.). Show location of proposed surfacing and material.
- New construction or major reconstruction:** Site plan showing property lines, sidewalks, driveways, existing structures and large trees (trees with trunk diameters of 6" or more). Indicate the location of the proposed work. Floor plans of existing layout and proposed work. Provide building elevations or photographs of existing structures and for new construction, the height and location of major structures on adjacent properties. Provide drawings of the proposed work.