

**MONROEVILLE HISTORIC PRESERVATION COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Application Instructions**

According to the city's Historic Properties and Districts Ordinance, no material change in the exterior appearance of a historic property, or of a structure, site, object or work of art within the historic district, shall be made or permitted to be made until an application for a certificate of appropriateness (COA) has been submitted to and approved by the Historic Preservation Commission (HPC). A material change in appearance is defined by this ordinance as a change that will affect the exterior architectural or environmental features of a historic property or any building, structure, site, object, landscape feature or work of art within the district, such as:

1. Reconstruction or alteration of the size, shape or facade of a historic property including relocation of any doors or windows or removal or alteration of any architectural features, detail or elements;
2. Demolition or relocation of a historic structure;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; or
5. The erection, alteration, restoration or removal of any building or other structure within a historic property or district, including walls, fences, steps, and pavements or other appurtenant features.

The City of Monroeville Compliance Department will provide assistance with the preparation of an application to the HPC and additional information concerning the process. The deadline for application to the HPC is two weeks prior to any scheduled meeting. The HPC meets the fourth Thursday of each month. Applications should be submitted to the HPC office, located at the City Hall, 125 East Claiborne Street, Monroeville, AL 36460 (251) 575-2081.

The Monroeville Design Review Guidelines, available at City Hall and online at <http://www.cityofmonroeville.com> shall be used for preparation of each application. Applicants may also consult the National Trust for Historic Preservation at preservationnation.org and the Secretary of the Interior's Standards for the Treatment of Historic Properties at <http://www.nps.gov/tps/standards.htm>. The proposed work shall comply with the intent of these documents and all other applicable codes and ordinances of the City of Monroeville.

Specific Requirements for Application Presentation

For the HPC to render an informed decision, applicants shall submit with their application such drawings, photographs, plans or other documents as specified below:

For Construction of New Structures or Additions to Existing Structures

1. Three (3) sets of plans which shall include:
 - a. A site plan and landscaping plan approved by the City of Monroeville Planning Commission;
 - b. Construction plans showing architectural renderings, floor plan; exterior elevation views and sections; exterior door, window and finish schedules and exterior colors.
 - c. A complete list of all materials to be used on the exterior (i.e. walls, trim, cornice, windows, etc.) including materials, installation specifications, locations, composition, texture, profile, colors, etc is required;
 - e. A complete list of any decorative architectural details to be altered, added or removed (i.e. columns, balustrades, modillions, etc.), provide location;
 - f. Photographs of the site and surrounding buildings may be required.

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Note: If the work involves any of the following, the drawings submitted with the application must be signed and sealed by an architect or engineer registered in the State of Alabama.

1. *The construction of a new commercial building, or additions to or alterations of existing commercial buildings having a gross square-footage of 2,500 or greater.*
2. *The construction of any new building, or additions or alterations of any existing building, regardless of size, that is used for the assembly of 50 or more persons.*

For Minor Renovation or Repair to Existing Buildings

1. For work which entails changes to the exterior of the existing building: three sets of drawings showing plan and elevation views; photographs of the area of the building to be renovated; and a complete list of all materials to be used.
2. For work that does *not* entail changes to the exterior, a written description of the work to be performed.

For Painting

Painting exterior surfaces of historic structures, details, windows, or trim requires a COA, unless the applicant is repainting with the original color or a color previously approved by the HPC, which shall be considered maintenance. Appropriate period colors schemes are strongly encouraged. Applicants may find exterior color palette examples at the Monroeville City Hall, local paint stores, the Main Street Monroeville Office, and view the Monroeville HPC Color Palette Guidelines online at cityofmonroeville.com. Applying paint or sealant to unpainted brick is discouraged.

For Signs

1. Drawings of the proposed sign illustrating overall size with dimensions. **Also, a complete listing of the material to be used for the signboard and supports, type of lettering, color scheme, and proposed lighting, if any, must be provided;**
2. A site plan drawing of the property illustrating the proposed sign location with dimensions;
3. A completed City of Monroeville “Sign Application”

Note: Signs within the Historic Districts are limited to one and one-half square feet of sign area per lineal foot of wall on which the business, or individual tenant, has a main entrance, although the size of signs may be limited further by the Historic Preservation Commission.

For Demolition Of An Existing Building

Please contact the City’s compliance officer for a listing of the minimum information that must be submitted with an application to demolish or remove a structure in the historic district.

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Note: If a federal tax credit will be used, the State will need to review the plans. Approval granted by the local Historic Preservation Commission does not imply approval by the State Historic Preservation Commission.

MHPC Meeting Date: _____
Submission Deadline is two weeks prior to meeting date

Building Address: _____

Project Summary: _____
(example: Replace Window, Build Addition, etc)

Owner: _____

Address: _____

City: _____ Telephone: _____ E-mail: _____

Architect/Engineer (if required): _____

Address: _____

City: _____ Telephone: _____

Contractor: _____

Address: _____

City: _____ Telephone: _____

Name of Designated Historic District: _____

Class of Work Proposed:

- _____ A. New construction, additions, major renovation and repairs. Preliminary Approval _____, Final Approval _____
- _____ B. Minor renovations, alterations, or repairs
- _____ C. Signs
- _____ D. Site work for pools, decks, and accessory structures
- _____ E. Demolition or relocation

Estimated Total Contract Cost: _____

Certificate of Appropriateness: _____

_____ **Granted- Reason** _____

_____ **Denied – Reason** _____

Signed: _____ **Date:** _____

Chairman of the Monroeville Historic Preservation Commission

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I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with the city ordinance regulating all building, sign, and demolition permits within designated historic districts **including the Design Review Guidelines adopted by the Monroeville Historic Preservation Commission as provided in the Historic Preservation Ordinance. I have read a copy of the Design Review Guidelines and have obtained a copy for my use and reference either in person or through the City's website at <http://www.cityofmonroeville.com>.**

The applicant authorizes the City to inspect the subject property as necessary in reviewing the above referenced request. A Certificate of Appropriateness is valid for 18 months, unless renewed, however work must be started within 6 months. All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, the Commission shall issue a **Cease and Desist Order** and all work shall cease.

The City Council or the Commission with the consent of the City Council shall be authorized to institute an appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in the exterior appearance of a building or structure with is either a historic structure or is located in a historic district, except those changes made in compliance with the provisions of this ordinance or to prevent any illegal act or conduct with respect to such historic property or historic district.

Issuance of a Certificate of Appropriateness from the Monroeville Historic Commission does not indicate approval or suitability for use of the building for the operation of a business. A Business License Verification form will need to be completed prior to issuance of Certificate of Occupancy and Business License. See the Planning Department for more information.

Signature of Applicant: _____ **Date:** _____