

CITY OF MOUNT VERNON
CERTIFICATE OF APPROPRIATENESS

APPLICATION

APPLICANT OR REPRESENTATIVE MUST BE PRESENT TO BE CONSIDERED FOR APPROVAL.

“No person shall carry out any construction, reconstruction, alteration, restoration, rehabilitation, or relocation of any historical landmark or any property within a historic district, nor shall any person make any material change in the lighting fixtures, signs, sidewalks, fences, steps, paving, or other exterior elements visible from a public right-of-way which affect the appearance and cohesiveness of any historical landmark or any property within a historic district. No such action shall be commenced without first obtaining a certificate of appropriateness for proposed new construction to ensure compatibility with the existing historic resources of the district (Ordinance 2009-03, Section 7, pg 7).”

APPLICATION REQUIREMENTS

Prior to the commencement of any work requiring a certificate of appropriateness the owner shall file an application for such certificate with the Landmark Commission. The application shall contain:

- Name of applicant (owner) _____
- Address _____

- Telephone Numbers

- Detailed description of proposed work (please use back side of the application if more space is needed)

- o Location and photograph of the property and adjacent properties (historical photographs may be required by the Landmark Commission and should be submitted in advance of such request as a matter of courtesy)

- o Elevation drawings of the proposed changes, if available (please attach to application if available)
- o Samples of materials to be used
- o If the proposal includes signs or lettering, a scale drawing showing type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination (if any), and a plan showing the sign's location on the property
- o Any other information which the Landmark Commission may deem necessary in order to visualize the proposed work

Time Line of Application/Procedures of approval, denial and appeal

Before any building permit shall be approved in historical districts required by Ordinance 2009-03, the Landmark Commission shall review the application at a regularly scheduled meeting within thirty (30) days from the date the application is received, at which time an opportunity will be provided for the applicant to be heard.

The Commission shall approve, deny, or approve with modifications to the permit within thirty (30) days after the review meeting.

In the event the Commission does not act within thirty (30) days of the receipt of the application, a building permit may be granted.

An applicant for a certificate of appropriateness dissatisfied with the action of the Landmark Commission relating to the issuance or denial of a certificate of appropriateness shall have the right to appeal to the City Council within thirty (30) days after receipt of notification of such action.

REQUIREMENTS FOR APPROVAL OF CERTIFICATE OF APPROPRIATENESS

1. Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment.
2. The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken time place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be kept when possible.
6. Deteriated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment
10. Whenever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.

Date complete application was received
