



# CERTIFICATE OF APPROPRIATENESS

A Certificate of Appropriateness (COA) is required prior to any act of alteration, demolition, new construction, or relocation as defined under *Chapter 25 Historic Preservation Commission* of the City of Burlington Code of Ordinances. This applies to any act upon an exterior part of a building or structure located in the local historic district or to a local historic landmark. These requirements apply to the areas of a structure or building that are visible from the public street right-of-way. All applications go before the Historic Preservation Commission for approval.

## PETITIONER INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Address / Location of COA Property: \_\_\_\_\_

Historic Name / Information / Background of property (if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Local Register Date: \_\_\_\_\_ National Register Date: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Detailed description of work to be completed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of how this work will meet the goals and standards of preservation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The applicant shall submit the following information:**

1. A complete description of the proposed work with drawings and dimensions.
2. One set of 4" by 6" photographs showing all elevations of property (or email pdf).
3. Photocopy of historical photograph(s) showing the exterior of the property, or other documentation of the building's original appearance.
4. Any applicable background information on the history/status of the affected structure.

The Commission may require additional information. Please check with the Development Department staff prior to completing the application to review rehabilitation guidelines.

Proposed product samples (i.e., roofing material, siding, windows, paint colors, brackets, balusters, product information, etc) are not required, but would greatly assist the Commission when considering an application.

**The applicant hereby acknowledges and understands the following requirements:**

1. No Application for a Certificate of Appropriateness will be presented to the Historic Preservation Commission for review until the applicant has submitted all requested information to the Development Department staff.
2. If the owner(s) of record does not intend to appear in person before the Historic Preservation Commission, the owner(s) must submit a letter to the Development Department staff authorizing an agent to apply for the Certificate of Appropriateness for the proposed rehabilitation prior to the public meeting scheduled to consider said application.
3. The applicant is hereby advised and agrees that no work affecting the exterior of the structure and requiring a City permit, may proceed until the Historic Preservation Commission has issued a Certificate of Appropriateness approving said work.
4. Applications shall be reviewed using the following criteria:
  - § Design criteria as adopted for a relevant district/landmark;.
  - § *Secretary of Interior Standards for Rehabilitation* as adopted by the Burlington Historic Preservation Commission as official citywide Design Guidelines for historic rehabilitation.
5. Historic Preservation Commission and Certificate of Appropriateness approval does not relieve the applicant from applying for and receiving all appropriate City permits. The applicant must contact the City Building Inspection Office in City Hall at 400 Washington Street to apply for all necessary permits prior to the beginning any work (753-8131).
6. If the Historic Preservation Commission denies the Application for a Certificate of Appropriateness, the applicant may file a written appeal to the City Council within 30 calendar days. Appeals should be directed to the Development Department.
7. In the event work has been completed without the required Certificate of Appropriateness, the applicant and persons performing such work shall be charged with a misdemeanor or municipal infraction. Every day each said violation shall continue to exist shall constitute a separate violation. (Please see Section 3.56.140 of the City Code)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(applicant or authorized representative)