

Town of Perry

CERTIFICATE OF APPROPRIATENESS

APPLICATION FORM

Name of Property: _____

Address of Property: _____

Historic district in which property is located: _____

Property Owner:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone (daytime): _____

Applicant (if different than owner): _____

Street Address: _____

Telephone (daytime): _____

=====

Description of Project

A. Architectural feature: _____

Approximate date of feature: _____

Describe existing feature: _____

Describe proposed work, materials to be used and impact on existing feature:

Photo No. _____ Drawing No. _____

B. Architectural feature: _____

Approximate date of feature: _____

Describe existing feature: _____

Describe proposed work, materials to be used and impact on existing feature:

Photo No. _____ Drawing No. _____

Signature of Applicant: _____ Date: _____

Attachments

The following information is enclosed:

- Exterior photographs.
- Sketches, elevation drawings and/or annotated photographs.
- Floor plans.
- Site plan showing relative location of adjoining structures, if located within a district.
- Specifications.
- Other (*explain*)

Return to: Historic Preservation Commission, Douglas Nelson, Chairman, DNelson@aecf.org

Certificate of Appropriateness

Application Instructions:

To receive a Certificate of Appropriateness from the Town of Perry Historic Preservation Commission, it is necessary for the applicant to complete the application form and return it with a copy of the plans, drawings, specifications and, if necessary, supplemental materials. This application is to be filed with the Commission at least ten (10) days before the meeting of the Commission at which the application is reviewed. In general, documentation submitted with the application is non-returnable, with the exception of historic photographs, etchings, lithographs, original blueprints and drawings or other special materials.

1. Name of Property.
Provide the name given the property when it was designated, if you know it. Give the full address of the property including zip code. If located in a local historic district, give the name by which the district is designated.
2. Name and mailing address of owner.
Provide the name, address, and telephone number of the owner. If there are multiple owners of real interest, include all parties using a separate sheet of paper if necessary. Provide the name, address and telephone number of the applicant if different from the owner.
3. Attachments.
Provide a copy of the plans, renderings, drawings, and written specifications of the alteration. To supplement your application, you may also wish to submit photographs, slides, material samples, site plans, sketches, historical documentation, or anything else that will illustrate to the Commission the effect of the proposed change.
4. Description of the project.
Complete a separate item for each type of exterior architectural feature affected, such as windows, roofs, porches, cornices, or masonry. Briefly describe the feature or materials and give the approximate date that it was constructed if known. Describe in detail the proposed work and how it will impact the existing feature. Use as many items as necessary to cover all aspects of the project. If more space is needed, continue on a separate page. Reference work items to accompanying drawings or photographs.
5. Signature of Applicant.
All applications must be signed and dated.

If you have questions or need assistance in completing this form, please contact the Historic Preservation Commission, Douglas Nelson, Chairman, DNelson@aecf.org