



## City of Whiting Historic Preservation District

Date Submitted \_\_\_\_\_  
Petition # \_\_\_\_\_

### APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

#### INSTRUCTIONS TO APPLICANT

All requested information must be completed on this application. **(Submit 4 copies of the proposed plan along with this application)** Use "N/A" if the information is not applicable.

This **application** is hereby made for a Certificate of Appropriateness (COA) as **required** under the stipulations of Ordinance CC-2004-1691 which requires that no exterior portion of any structure (including color changes, walls, fences, light fixtures, steps, parking lots, or other appurtenant features) utility, or sign shall be erected, altered, restored, moved or demolished until an application for a Certificate of Appropriateness has been submitted and approved by the Historic Preservation Commission.

**Note:** The issuance of the Certificate of Appropriateness to the applicant certifies that the project is appropriate for the designated District; it is **not** a permit to construct, remodel, or demolish. The applicant is responsible to obtain any and all other necessary permits including a **Building Permit**.

#### A. LOCATION OF PROJECT

Address of property where work is to be done: \_\_\_\_\_

For vacant lots or demolition only:

Legal Description of Property: \_\_\_\_\_

(Description by lot number, block, and subdivision name)

#### B. APPLICANT'S INFORMATION

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

Address/City: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Property interest of applicant: OWNER/CONTRACTOR/ARCHITECT/PURCHASER  
(CIRCLE ONE) OTHER (please specify) \_\_\_\_\_

**C. OWNER OF PROPERTY**

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

Address/City: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

**D. PRESENT USE PROPERTY**

// Residential Single Family \_\_\_\_\_ Two Family \_\_\_\_\_ Multi-family \_\_\_\_\_  
// Commercial // Institutional/Educational // Vacant Lot  
// Other (please specify): \_\_\_\_\_

**E. DESCRIPTION OF WORK TO BE DONE**

The proposed work will be for (check all that apply)  
// Primary structure (or house) // Accessory structure (or garage) // Site  
// Exterior work // Fencing or Landscaping // Moving a structure  
// New Construction // Addition  
// Demolition (partial or complete) // Other

Describe the type of work in detail (include materials, colors, finishes, color chips, samples).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Use additional sheets as necessary.)

**DOCUMENTATION OF PROPOSED WORK SHALL ACCOMPANY THIS APPLICATION AT THE TIME OF SUBMISSION. OTHERWISE, A DECISION CANNOT BE MADE IN A TIMELY MANNER. (4 COPIES OF PROPOSED WORK)**

TYPE OF DOCUMENTATION (Check all that apply):  
// Contractor's specifications // Site Plan // Building plans, elevations  
// Product literature // Photographs // Samples, swatches  
// Other (please specify): \_\_\_\_\_

ESTIMATED COST OF WORK: \_\_\_\_\_

**F. THE WORK WILL BE DONE BY:**

// OWNER // CONTRACTOR // OTHER

Name of Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

Date of Start: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

A Certificate of Appropriateness is valid for one year from the date of approval.

**NOTE:** It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Ordinance, the Historic Preservation Ordinance, or by other ordinances, codes or regulations of the City of Whiting, Indiana.

\_\_\_\_\_  
Applicant's signature

***Historic Preservation Commission Use Only***

Application:        // Approved        // Denied

\_\_\_\_\_  
Historic Preservation Commission Chairman        Date \_\_\_\_\_