

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
TO
HARRISONVILLE HISTORIC PRESERVATION COMMISSION**

UNDER ORDINANCE NO. 1825 OF THE CITY OF HARRISONVILLE, MISSOURI

I (we) the undersigned do hereby respectfully make application for a Certificate of Appropriateness for the following plans and proposals to be undertaken within the boundaries of the Historic District.

Property Location: _____

Property Owner: _____

Owner's Address: _____

TYPE OF WORK (Check all that apply)

- _____ **Exterior Alteration or Repair**
- _____ **New Construction**
- _____ **Demolition of Structures**
- _____ **Relocation of Structures**
- _____ **Other** _____

See page 2 of this application for additional information to be submitted.

Signature: Applicant _____

Address _____

Phone _____

**RETURN APPLICATION TO: Community Development Department
Harrisonville City Hall
P.O. Box 367, 300 E. Pearl Street
Harrisonville, MO 64701**

The application, including all additional information, must be filed no later than fourteen days prior to the next regularly scheduled meeting of the Historic District Commission. The Commission meets on the second Wednesday of each month at 6:00 p.m. in the Council Chambers of City Hall, or as needed. Property Owners are urged to attend the meeting. Copies of all information submitted with an application must be retained by the Historic Preservation Commission.

Date Received by Department _____ **(Initials)**

Date Approved _____

Certificate Number _____

ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION

1. EXTERIOR ALTERATION OR REPAIR

Describe clearly and in detail all work to be done. Include the following items where appropriate:

- A. Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building façade or roof, new additions, or site improvements. Drawings will be required for major changes in design for such items as roofs, façades, porches, or prominent architectural features.**
- B. Color schedule (see attached).**
- C. Color of brick and type of mortar to be used, for masonry work.**
- D. Samples of proposed materials when the original material will not be retained.**
- E. Site information, including the location of all large trees, parking areas, walls, fences, outbuildings, or other landscape features of note where major site improvements are proposed.**
- F. Landscape plan with measured distances for new parking areas or other major site improvements.**

2. NEW CONSTRUCTION

Describe the nature of the proposed project. Include the following items where appropriate:

- A. Site plan with measured distances.**
- B. Elevation drawings of each facade and specifications which clearly show the exterior appearance of the project.**
- C. Photograph of the proposed site.**
- D. Landscape plan.**
- E. Color schedule.**
- F. Samples or other description of materials to be used.**
- G. Drawings or other description of site improvements: fences, walls, walks, lighting, pavement, patios, decks, etc.**

3. DEMOLITION OF STRUCTURES

- A. Describe the structure and give the reason for demolition. Include a photograph.**
- B. Describe the proposed reuse of the site, including landscaping.**

4. RELOCATION OF STRUCTURES

- A. Give the reason for the relocation. Include a photograph. If the structure is to be relocated within the District, describe any proposed changes.**
- B. Describe any site features, which will be altered or may be disturbed, including foundation, walls, driveways, vegetation, etc.**