

Alteration Certificate Application (Landmarks Only)

APPLICATION MATERIALS REQUIRED Application form ☐ Site plan, drawings, spec sheets, and/or photos showing existing conditions AND identifying location of all proposed changes, AND identifying all proposed replacement materials or addition(s) Optional: Cover letter describing the proposal, including what would be demolished and what would be added **GENERAL INFORMATION** Site Address: Owner Name: Owner Phone: _____ Owner Email: Owner Representative Name: Owner Rep. Phone: _____ Owner Rep. Email: PROPOSED CHANGES INCLUDE Addition ☐ Changes to siding, windows, or doors Detached accessory structure ☐ Roof-mounted solar panels Fence

Note that landscaping and painting do not require Alteration Certificates (except for the alteration of historic painted signs and advertisements).

Please see page 2 to complete the application.

Will the changes remove or alter any original architectural details, such as original windows? Yes No Don't know
Are you proposing to use historic replacement styles based on historic photographs, existing materials, or other historic references? Yes No Don't know
Certify that your site plan clearly identifies the windows, doors, and siding to be changed:
FOR ADDITIONS Does the proposed addition alter any aspects of the existing structure (such as removal of walls, roof, etc.)? Yes No Don't know
If yes, certify that your site plan and/or site photographs clearly identify the areas to be removed:
Certify that you have reviewed the Alteration Certificate Design Handout or met with staff:
Certify that your application includes zoning compliance information:
SIGNATURES AND DATES
Owner Signature Date
Owner Representative Signature Date
CITY USE ONLY — INTAKE VERIFICATION Application includes: Sufficient information to evaluate zoning for additions Materials to be demolished are identified Materials and/or addition(s) to be added are identified

Comments for incomplete applications: