



# Historic District Review Commission Certificate of Appropriateness Application Form

## APPLICATION INFORMATION

- This form must be completed and signed before the Historic District Review Commission (HDRC) will consider a request for exterior alterations to any building within a historic district.
- Applicants are encouraged to meet with the Preservation Planner before submitting an application, especially for larger projects.
- Please refer to the Historic Preservation Design Principles (Sec.30-72 of the Unified Development Ordinance) and supplemental Historic District Design Guidelines to ensure that your project meets the criteria for approval. These documents are available from the Preservation Office at City Hall, or on-line at [www.ci.liberty.mo.us/preservation](http://www.ci.liberty.mo.us/preservation).
- The application and all required materials (listed below) must be submitted prior to the deadline to be included on the agenda for the next meeting. The application deadline is 5:00 p.m., seven business days prior to the meeting, in accordance with the published meeting schedule of the HDRC.
- All meetings are open to the public and are held at 5:30 p.m. on the 1st and 3rd Tuesdays of each month, on the 3rd floor of City Hall.
- Applicants are encouraged to attend the meeting, as the HDRC may not consider the case, or may continue the case to the next meeting, if the applicant is not present to answer questions.
- Submit this form and all required information to the Preservation Office, City Hall, 101 E. Kansas St., Liberty, MO 64068. For assistance, contact the Preservation Office at 816-439-4537.

Submitted	<b>SUPPORTING MATERIALS REQUIRED FOR ALL APPLICATIONS</b>
	Detailed description of proposed project
	Photographs of existing conditions
	Scaled drawings of proposed changes (Professional drawings are not required, but they must accurately show details, proportion and scale.)
	List of proposed materials, with dimensions
	Site Plan (as requested)
	Manufacturer's literature (as requested)
	Material samples (as requested)
	Additional information may be requested as needed.



# CERTIFICATE OF APPROPRIATENESS APPLICATION

Case No. \_\_\_\_\_

Date: \_\_\_\_\_

New Application

Amended Application

After-the-Fact Application

**APPLICANT INFORMATION**

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

Mailing Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PROJECT INFORMATION**

Project Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

District:     Jewell     Lightburne     Dougherty     Prospect Heights     Liberty Square     Landmark

**This application is for: (check ✓ all that apply)**

	<input checked="" type="checkbox"/> <b>Staff Review</b>		<input checked="" type="checkbox"/> <b>HDRC Review</b>
	In-kind repairs with no appearance change		Sign / Awning
	Driveways, sidewalks, landscaping features		Fence
	Removal of non-historic materials		Addition / Alteration
	Renewal of expired CoA without change to the original approval		New Construction
	All other changes that do not require a building permit		Demolition
	Emergency construction to abate a hazardous condition		Other:

**DETAILED PROJECT DESCRIPTION** *(Please attach additional pages as necessary)*

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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*I hereby certify with my signature that I have read and understand the information provided in this application, and that all information provided by me is accurate, and completed as required by this application and the City Code.*

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**