



Application for Administrative Review and Approval DOUGLAS HISTORIC PRESERVATION COMMISSION

Application Requirements

All applications must be complete and include required support materials listed on the reverse side of this form. Incomplete applications will not be reviewed for administrative approval.

Submission of Application

Applications may be submitted to Community Development Director for the City of Douglas during regular business hours. The Community Development Director within the Planning and Zoning Division fulfills the role of Commission Administrator, whose office is located in: **the Ashley-Slater House at 211 S Gaskin Avenue in Douglas.**

Review of Application

The Commission Administrator may not be available to review the application immediately upon submission but a reasonable effort will be made to complete the review process **within three (3) business days** of receiving the application. However, the Commission Administrator is not required by law to review the application, and may submit any application for Administrative Review and Approval to the Douglas Historic Preservation Commission as an application for a Certificate of Appropriateness.

Denial of Application

If the project is not compatible with the adopted design guidelines or constitutes a material change requiring a Certificate of Appropriateness, the application will be denied and a building permit shall not be issued for the project. If an application is denied, upon applicant's request, such application will be submitted to the Douglas Historic Preservation Commission for review. Applicant must request the application be submitted to the Douglas Historic Preservation Commission within ten (10) days of the application being denied.

*Applicant _____

Telephone Number _____

Email Address _____

Mailing Address _____

*Note: If applicant is not the owner, as listed on the Property Deed, a letter from the owner authorizing the proposed work must be included along with owner's phone number and address.

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PROPERTY ADDRESS _____

MAP/PARCEL # _____

NATIONAL REGISTER PROPERTY: NAME: _____
 NOT APPLICABLE; LOCAL HISTORIC DISTRICT ONLY

EXISTING LAND USE: RESIDENTIAL COMMERCIAL
 OTHER _____

TYPE OF PROJECT
(check all that apply)

MAINTENANCE— no change in exterior design or material, sustain existing form

ROOF— no significant alterations; replacement material must be similar to existing

LANDSCAPING— no significant effect on the historic character of the district

DECK/PORCH — not visible from the street and no alteration of existing building

AWNING— must comply with applicable provisions of district design guidelines

ACCESSORY STRUCTURE— non-historic, backyard only

FENCE— may not exceed 6 feet in front, side and/or rear yards
*chain links — may not exceed 5 feet and allowed in backyard only

DRIVEWAY — repaving existing driveway; placed to the side or rear of building

HANDICAP RAMP — placed on the side or rear of building only

OTHER — _____

ESTIMATED START DATE _____ ANTICIPATED COMPLETION _____

ARCHITECT/CONTRACTOR _____

STAFF REVIEW

Approved
 Denied

Commission Administrator _____

Date _____

Administrative Approval

Administrative Approval is for only those elements of the project included in this application as described in the application. Any additional work performed or modification of the described project must be approved by staff of the Douglas Historic Preservation Commission prior to work being performed. Approval expires if work is not completed within twelve (12) months of issuance.

APPLICATION FEE: \$45.00

Fee Received: _____

Payment: _____

FOR STAFF USE ONLY

Application # HPC- _____ Date Received: _____

Property is: **Contributing** **Noncontributing** **Vacant**

