

**FAYETTE HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS
APPLICATION FORM**

APPLICATION INFORMATION

Explanation of the Process

A Certificate of Appropriateness (COA) ensures the proposed work on the exterior of certain historic-designated properties conforms to the requirements established by that historic designation. A building permit cannot be issued for the proposed work until a Certificate of Appropriateness has been approved. Prior to submitting an application, the applicant should preliminarily discuss the project with the Fayette Building Inspector/FHPC to ensure the applicant is not proposing something that violates the building codes or to ask any questions about filling out the application or the design guidelines for a particular designated or nominated historic district. Even though the applicant might receive a COA from the FHPC the project must also comply with the building codes to receive a building permit.

This form must be completed and signed before the Fayette Historic Preservation Commission (FHPC) will consider a request for exterior alterations to any building within a designated or nominated historic district.

The following must be considered:

- A. That the proposed work will be done in conformance with the Secretary of Interior's Standards for Rehabilitation;
- B. That the proposed work will be done in conformance with any design guidelines or standards that the FHPC has established and adopted;
- C. For new construction, whether the building or structure will be harmonious with or incongruous to the old and historic aspects of the surroundings;
- D. For demolitions:
 - The impact the proposed removal would have on the integrity and continuity of the Historic Landmark of Historic District of which it is part; and
 - The nature of the structure as a representative type; and

- The condition of the structure from the standpoint of structural integrity and the extent of work necessary to stabilize the structure;
- The ability of the subject structure or site to produce a reasonable economic return on investment to its owner; and
- The post-demolition plans for the site and the relation of those plans to the surrounding area.

Completion of the Application

The application must be completed in full and signed by the property owner for the application to be considered complete. 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 4:30 p.m., seven business days prior to the meeting, in accordance with the meeting schedule of the FHPC.

All meetings are open to the public and are held at 7:00 p.m. on the 4th Monday of each month at Fayette City Hall.

Applicants are encouraged to attend the meeting, as the FHPC 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 Fayette City Clerk, Fayette City Hall, 117 South Main Street, Fayette, MO 65248. For assistance please call 660-248-5246.

Submitted	Supporting Materials
	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)
	For demolition, a structural report from a licensed preservation engineer or preservation architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation; an estimate from an architect, developer, real estate consultant, appraiser or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure.
	Additional information may be requested as needed

**CITY OF FAYETTE, MISSOURI
CERTIFICATE OF APPROPRIATENESS APPLICATION**

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Daytime Phone #: _____ Other Phone #: _____

E-mail Address: _____

PROJECT INFORMATION

Project Address: _____

Property Owner: _____

Name of District: _____

SUMMARY OF PROPOSED WORK

Describe in detail each modification to the property/building and the purpose for modification. Please provide detailed scale drawings with all dimensions, showing size and exact locations for construction or demolition. Attach additional pages as necessary.

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