

# City of Woodbury

## Historic Preservation Commission

### Check-off List Certificate of Appropriateness

Below are checklists for Certificate of Appropriateness review packages representing typical alterations to properties located in Woodbury's Historic District. Please be sure to include all materials requested for the type of project being proposed. Incomplete application packages may result in delays in the application process or denial of the application. **The applicant or their designated representative must be present at a Historic Preservation Commission meeting to discuss the proposed project. Failure to appear may result in delays in the application process or denial of the application.**

#### **Signs**

- Completed Application Form
- General photograph of the building (be sure the photograph shows the proposed location of the sign)
- Drawing/rendering of proposed sign detailing size, type of lettering, colors, and illustrations (if any)
- Size, type, and location of proposed lighting (if any)
- Description and/or sample of proposed sign materials

#### **Painting**

- Completed Application Form
- Photograph of building to be painted
- Samples of paint colors (i.e. paint chips, paint company brochure of paint colors, or similar samples)
- Sketch or marked photograph showing location of proposed colors

#### **Siding**

- Completed Application Form
- General photograph of the building (must show existing siding)
- Sample of proposed siding (either actual sample or company catalog illustrating the proposed siding)

#### **Roofing**

- Completed Application Form
- General photograph of the building
- Photograph showing existing roof
- Sample of proposed roofing material (either actual sample or a company catalog illustrating the proposed roofing material)

**Windows/Doors**

- Completed Application Form
- General photograph of the building
- Photograph of existing window(s)/door(s)
- Sample of proposed window/door (company catalog illustrating the proposed window/door)

**Additions**

- Completed Application Form
- General Photograph of the building
- Detail photograph showing location of the addition
- Elevation drawing showing the proposed addition
- Samples of exterior materials (company catalogs illustrating siding, roofing, windows, paint colors, etc.)

**New Construction**

- Completed Application Form
- General photographs showing building site and surrounding properties
- Site plan showing proposed building and landscaping (if any)
- Drawings showing all elevations visible from the adjoining street(s)
- Samples of exterior materials (company catalogs illustrating siding, roofing, windows, paint colors, etc.)

**Fencing**

- Completed Application Form
- General photograph of the property
- Site plan showing location of the proposed fence
- Sample of proposed fence (company catalog illustrating the proposed fence)

**Landscaping**

- Completed Application Form
- General photograph of the property
- Site plan showing proposed landscape elements
- Sample of paving brick, wall material, etc. (catalog illustrating proposed element)
- Type and location of proposed plantings

**Other Alterations**

- Completed Application Form
- General photograph of the building/property
- Appropriate additional materials similar to those requested above