

Certificate of Appropriateness Application Process

The first step for the applicant is to complete the application for the **Certificate of Appropriateness** which is obtained at the Mayors office. The City would then refer the completed application to the Design Review Board for approval or denial prior to the issuance of any permits.

If a change in zoning is needed the applicant should go through the city's established procedures to obtain it from the Planning Commission. The project will then be submitted for review at the next scheduled Design Review Board meeting. The property owner or a representative should be present to answer any questions. If a proposed change is in accordance with the Design Guidelines then the Design Review Board shall issue a Certificate of Appropriateness. The Certificate is sent to the applicant and the recommendations of the Design Review Board are forwarded to the Planning Commission. The City's established procedures would then be followed to obtain the zoning variance or change. If the project does not need these, then the applicant can take the certificate to the City Building Inspector to receive permits at the Mayors office. If the project is not approved, the process may be repeated with conditional changes. If the project is denied the Design Review Board's decision may be appealed.

Appeal Process

In the case of a denied **Certificate of Appropriateness** the Design Review Board should attempt to work out an alternative plan with the owner or his agent that is acceptable to all parties. If they are unable to work out an alternative plan, or if the owner doesn't wish to take this action, the owner may make an appeal to the Board of Zoning Appeals and follow the City's established procedures.