

Certificate of Appropriateness Application

City of Seneca

Planning & Development

General Procedure – A Certificate of Appropriateness (COA) is required for any changes to properties within the Design Review Districts (DRD). If the changes meet the guidelines, Planning & Development staff will approve the application. If the changes proposed deviate from the guidelines, the application is referred to the next regularly scheduled meeting of the Board of Architectural Review for public hearing.

Tax Map Number: _____ Date: _____

Property Location: _____

Property Owner(s): _____

Owner(s) Address: _____

Owner(s) Phone #: _____ Owner(s) Email: _____

Applicant(s) Name: _____

Applicant(s) Address: _____

Applicant(s) Phone #: _____ Applicant(s) Email: _____

Applicant(s) Relationship to the Property: _____

Date of Original Construction: _____

Original Use: Residential Commercial Industry Institution

Brief History and Description of the Property Including Architectural Type and Significance:

Action(s) Proposed: New Construction Addition Alteration Repair Move Demolition

Description of Proposed Action(s), Extent and Intended Dates of Action: _____

Signature of Applicant(s): _____ Date: _____

Date: _____

Signature of Owners(s): _____ Date: _____

Date: _____

For Board of Architectural Review Use:

Approved Denied Approved with Modifications as specified:

Signature of the Chairman, Board of Architectural Review

Date

For Planning Staff Use:

Approved Denied

Planning Staff Rationale:

Signature of Approval, Planning Staff

Date