

***CITY OF MARTIN***

***HISTORIC ZONING COMMISSION***

***CERTIFICATE OF APPROPRIATENESS***

***RESIDENTIAL & COMMERCIAL***

***APPLICATION***

## MARTIN HISTORIC ZONING COMMISSION CERTIFICATE OF APPROPRIATENESS

Please find attached information and procedures regarding the application process of a CERTIFICATE OF APPROPRIATENESS (COA).

A COA is needed for any change in external appearance of existing structures, design of new structures, and /or for the demolition of existing structures within the Martin Historic Districts.

However, some structures within the Martin Historic Districts have had external changes prior to Historic Zoning; these can remain until they make future changes. That does not mean their former changes are now approvable (ie, wood shed-shingle-awnings) etc. One purpose of this commission is to eventually bring back original styles and continuity to the Street-scape.

Application for COA must be filed with the City of Martin Building Inspector fourteen (14) days prior to the regular monthly meeting date (3<sup>rd</sup> Tuesday of each month). **It is the sole responsibility of the applicant to obtain a COA before applying for a building permit.**

The Commission Chairperson and/or a committee from the commission is available to meet with applicant, City of Martin Historic Zoning Books; Appendix D, Section D, Martin Historic Zoning Commission By-laws and Procedures, page 36, ".....representatives of the persons or organizations involved in the forthcoming application at some early state in the design process in order to advise them informally concerning the Commission's guidelines, the nature of the area where the proposed construction is to take place, and other relevant factors. This committee, collectively and individually, shall refrain from any indication of approval or disapproval, but shall not, for that reason be barred from reasonable discussion of the applicant's proposals. No advice or opinion given, by any member of the committee at such an informal meeting shall be in any way official or binding upon the Martin Historic Zoning Commission at anytime. Notice of the need for such a conference should be given applicants when applying."

After the COA is returned to City of Martin Building Inspector, the Historic Zoning Commission Chair will review the COA with applicant (if requested) and determine if the work is a routine item or call a meeting of the commission. If a meeting is required the applicant will be notified. The building inspector inspects all work issued on the COA.

### FORMS NEEDED FOR APPLICATION OF COA:

1. Application for Certificate of Appropriateness
2. Additional information required to be submitted with application
3. Certificate of Appropriateness (from the Commission to Martin Building Inspector)

These Forms must be completed and returned to City Hall, 109 University Street, at this time if the applicant wishes to meet informally with the chair and/or committee, please make it known. (Appendix C, page 30 will be filled out after COA is granted by MHZC.)

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**FOR EXTERIOR ALTERATIONS  
MARTIN HISTORIC ZONING COMMISSION**

I (we) the undersigned do hereby respectfully make application for a Certificate of Appropriateness for the following plans and proposals to be undertaken within the boundaries of the HISTORIC DISTRICT.

PROPERTY LOCATION: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

Cost of Project \$ \_\_\_\_\_

Type of Work (check): \_\_\_\_\_ Exterior Alteration or Repair  
\_\_\_\_\_ New Construction  
\_\_\_\_\_ Demolition of Structures  
\_\_\_\_\_ Relocation of Structures  
\_\_\_\_\_ Other (Specify below)

\_\_\_\_\_  
\_\_\_\_\_  
(See page 2 of this application for additional information to be submitted.)

**RETURN APPLICATION TO: CITY OF MARTIN BUILDING INSPECTOR**

The application, including all additional information, must be filed no later than fourteen (14) days prior to the next regular scheduled meeting of the Historic Zoning Commission. The Commission meets on the third Tuesday of each month at **5:15 pm in City Hall, 109 University Street**, (unless otherwise stated). Property owners are urged to attend the meeting. Copies of all information submitted with an application must be retained by the Historic Zoning Commission.

**PROPERTY OWNER OR REPRESENTATIVE MUST ATTEND THE MEETING**

Date received at Martin City Hall: \_\_\_\_\_ Received By: \_\_\_\_\_

Date approved: \_\_\_\_\_ Approved By: \_\_\_\_\_

**ADDITIONAL INFORMATION TO BE SUBMITTED WITH  
APPLICATION**



## **I. EXTERIOR ALTERATIONS OR REPAIRS:**

Describe clearly and in detail all work to be done. Include the following item where appropriate:

- a. Sketches, photographs, specifications, manufacturer's illustrations or other descriptions or proposed changes to the building facade or roof, new additions, or site improvements. Drawings will be required for major changes in design for such items as roofs, facades, porches, or prominent architectural features.
- b. Color of brick or stone and type of mortar to be used for masonry work.
- c. Description of proposed materials including colors when the original material will not be retained.
- d. Site information including the location of driveways, parking areas, walls, fences, out buildings, or other landscape features of note where major site improvements are proposed.

## **II NEW CONSTRUCTION:**

Describe the nature of the proposed project. Include the following items where appropriate:

- a. Site plan with measured distances.
- a. Elevation drawings of each facade and specifications which clearly show the exterior appearance of the project.
- a. Photograph of the proposed site.
- a. Landscape plan.
- a. Color schedule, if possible.
- a. Samples or other descriptions of materials to be used.
- a. Drawings or other descriptions of the site improvements: fences, walls, walks, lighting, pavement, patios, decks, etc.

## **III DEMOLITION OF STRUCTURES:**

- a. Describe the structure and give the reason for the demolition. Include a photograph.

- a. Describe the proposed reuse of the site.

#### **IV RELOCATION OF STRUCTURE:**

- a. Give the reason for relocation. Include a photograph. If the structure is to be relocated within the District, described any proposal changes.
- b. Describe any site features which will be altered or may be disturbed including foundation, walls, and driveways.

