

**Greenville Historic Preservation Commission**

**Certificate of Appropriateness Application**

Request for Historic Preservation Commission Review (page 1 of 2)

- \* The Commission needs the following requested information in order to review any petitions.
- \* It is highly recommended that the owner or a legal representative attend the meeting to avoid delays.
- \* Applications must be submitted to the Clerk's office no later than 10 (ten) days prior to the meeting.

Applicant Information			
Name			
Address			
Daytime Phone		Fax	
Email Address			
Business Name			

Owner Information (If different from above)			
Name			
Address			
Daytime Phone		Fax	
Email Address			
Business Name			

Property Information			
Property Address			
Tax Key Number		Zoning	
Year Built		Style	
Other Information If more space is required, please attach separate sheet.			

Statement of Proposed Project	
<b>Project Entails</b> (List of what the project involves) Please be Specific. If more space is required, please attach separate sheet.	

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**Businesses and residences require all of the following which pertain to the project presented.**

- \*Accurate photographs of the property showing existing appearance and proposed improvements.
- \*Materials and colors to be used on the project. Provide as much detail as possible.
- \*New construction, additions or extensive renovation or repair to existing building.
- \*Renovation or repair to existing buildings, including changes in design or materials of roof, windows, doors.
- \*Site changes, tree removal, changes to or additions of fences, walks, driveways, parking areas, signs.
- \*Demolition or relocation.
- \*Existing signage along with proposed new sizes, colors and location (on building, pole or ground mounted).

<b>I understand that a CERTIFICATE OF APPROPRIATENESS is a prerequisite to obtaining a BUILDING PERMIT, and no work may begin until a BUILDING PERMIT is obtained.</b>	
<b>I hereby make application for historic preservation review and provide the appropriate supplementary documentation pursuant to and in accordance with Greenville, Mississippi Municipal Code Part II, Chapter 3, Article IX: HISTORIC PRESERVATION, Sec. 3-227 Certificate of Appropriateness.</b>	
<b><u>Applicant or Representative Signature</u></b>	<b><u>Date</u></b>

<b>FOR COMMISSION USE ONLY</b>			
<b>Date &amp; Time of Meeting</b>	<b>Chair Signature</b>		
<b>Comments/Conditions of Approval</b>			
<b>Date Approval Expires</b>	<b>Members Aye</b>	<b>Nay</b>	<b>Abstain</b>
<b>Note: Historic Preservation Commission recommendations are given a six-month approval life. If work has not commenced within that time or the time set by HPC a new review is required.</b>			
<b>THE COMMISSION MEETS THE SECOND TUESDAY OF EACH MONTH IN THE BOARD OF SUPERVISORS ROOM IN THE WASHINGTON COUNTY COURTHOUSE.</b>			