

**Application for Certificate of Appropriateness (COA)**

Please refer to the **Point Pleasant Historic Guidelines** for complete information. A copy is available at the City Inspector's Office.

**CONTACT**

APPLICANT\* \_\_\_\_\_ TELEPHONE \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

\*NOTE: If applicant is not the Owner, a letter from the owner authorizing the proposed work must be included. Please include Owner's telephone number and mailing address.

**PLEASE NOTE:**

**Application Requirements**  
 All applications must be complete and include required support materials (listed on the reverse side of this form). Incomplete applications will be returned to the applicant(s).

**Application Representation**  
 The applicant or authorized representative of the applicant must attend the public HLC meeting to support the application.

**Building Permit Requirements**  
 Building permits for the Historic District will not be issued without proof of a COA.

**Deadline for Project Completion**  
 After application approval, the COA is valid for 12 months and null and void if the project does not begin within 6 months.

**HLC Use Only:**  
 Received: \_\_\_\_\_  
 HLC Meeting: \_\_\_\_\_  
 HLC Decision: \_\_\_\_\_  
 COA Expiration: \_\_\_\_\_

**PROPERTY AND PROJECT INFORMATION**

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

PROPERTY OWNER'S MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

BRIEF DESCRIPTION OF PROJECT \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Example: addition of sunroom, replace or add awning, change paint color scheme, etc.)

**TYPE OF PROJECT (CHECK ALL THAT APPLY)**

CONSTRUCTION

- New Building
- Addition to Building
- Major Building Rehabilitation, Restoration or Remodeling

SITE CHANGES

- Parking Area, Driveway, or Walkway(s)
- Fence(s), Landscaping
- Mechanical or Non-temporary Structures
- Signs
- Demolition or Relocation of Buildings

PROPOSED STARTING DATE: \_\_\_\_\_

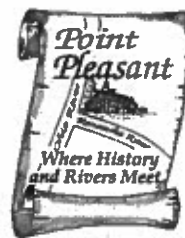
CONTRACTORS/CONSULTANTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONTRACTORS/CONSULTANTS TELEPHONE: \_\_\_\_\_



**City of Point Pleasant**  
**400 Viand Street**  
**Point Pleasant, West Virginia 25550**

**Phone**  
**304 675-2360**  
**Fax**  
**304 674-8005**



**Historic District Construction or Renovation Application**

Form # CCOPP-Historic-2005.9.01				Date	
<b>Applicant Information</b>					
NAME					
Address 1					
Address 2					
City, State, Zip					
Phone	Home	Day Time			
<b>Property Owner Information</b>					
NAME					
Address 1					
Address 2					
City, State, Zip					
Phone	Home	Day Time			
<b>Proposed Modifications or Changes</b>					
Use additional paper if necessary to adequately describe planned renovation					
Specifications must include materials to be used, colors, (samples, if possible) and construction techniques					
Provide a scaled elevation and/or 8X10 photo of building facades which are visible from public way					
Submitted By	PRINT		SIGNATURE		
*****					
<b>For The City of Point Pleasant Use Only</b>					
Approved		Denied		Other	DATE
Historic Committee	Print		Signature		Chairman
City of Point Pleasant	Print		Signature		Building Inspector