

# **Checklist for Historical Landmark Preservation Commission (HLPC) Certificate of Appropriateness**

## **HLPC Certificate of Appropriateness APPLICATION**

The following documents must be submitted to consider the application complete. Therefore, incomplete applications will not be accepted or may result in delaying action on the case until the following month.

- Complete ONLINE application and fee
- Proof of ownership
- If property owned by corporation, a certificate of formation is required with proof of authority to sign.
- Description of Proposed Work
- Elevation Drawings (If applicable)
- Scaled Site Plans (including signage)
- Signature Page



## SIGNATURE PAGE

**I hereby certify that the information included in this application is true to the best of my knowledge.**

|                       |           |                |
|-----------------------|-----------|----------------|
| Applicant's Signature | Date      | Name (PRINTED) |
| Address & Zip         | Telephone | Email Address  |

|                            |           |                |
|----------------------------|-----------|----------------|
| Present Owner(s) Signature | Date      | Name (PRINTED) |
| Address & Zip              | Telephone | Email Address  |

|                                       |           |                |
|---------------------------------------|-----------|----------------|
| Buyer(s) Signature, if under contract | Date      | Name (PRINTED) |
| Address & Zip                         | Telephone | Email Address  |

List names of all partners, board members, and officers of companies involved in this case, in order for the Plan Commission to determine conflicts of interest they might have in individual cases. Failure to do so may result in delaying action on the case until the following month: \_\_\_\_\_

**Please print, sign, and attach to your online application in Energov.**