



**APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
HISTORIC PRESERVATION COMMISSION
CITY OF DOTHAN, ALABAMA**

1. APPLICANT uses the Dothan Design Guidelines as a reference when completing the Certificate of Appropriateness Application Form. Meetings are scheduled for the second Thursday of each month at 4:00 p.m. in the City Commission Chambers, Second Floor, Dothan Civic Center, and 126 North Saint Andrews Street, Dothan, Alabama. Makes presentation at Commission meeting about proposed project and answers questions about their application.
2. DOTHAN HISTORIC PRESERVATION COMMISSION uses the Dothan Design Guidelines as an objective basis for reviewing the application. The Commission may approve or deny the application or approve it on certain conditions.
3. IF APPROVED, APPLICANT: Upon receipt of a Certificate of Appropriateness from the Commission, the project is subject to the existing zoning and building regulatory process. Criteria for submission of an application for a Certificate of Appropriateness, or the issuance of a Certificate of Appropriateness, does not preclude requirements of other city ordinances and building codes applicable throughout the city. Where approval must be given by the Building Inspection prior to obtaining a building permit, the owner should contact the Building Inspector's Office when improvements and new construction involve City Building Codes such as electrical, plumbing, site, trees, set-back, etc. for such approvals and permits.
4. Incomplete applications will not be processed until all required information is submitted to the Planning Department.



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HISTORIC PRESERVATION COMMISSION
CITY OF DOTHAN, ALABAMA

APPLICATION AND REQUEST FOR CERTIFICATE OF APPROPRIATENESS
HISTORIC PRESERVATION COMMISSION
CITY OF DOTHAN, ALABAMA

Required as directed by Ordinance 50-96 of the City of Dothan. Any *exterior* changes or additions, new construction or demolition in designated Historic Sites and Districts, including painting, re-roofing, and all site improvements, must be approved by the Dothan Historic Preservation Commission prior to issuance of a permit for improvement or demolition.

HISTORIC DISTRICT: _____

Property address: _____

Property Owner: _____ **Phone:** _____

Email: _____

Mailing Address: _____

Applicant/Representative: _____ **Phone:** _____

Email: _____

Mailing Address: _____

General Summary of Proposed Work: (attach additional sheets if needed):

Project Cost (estimated): \$ _____



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MANDATORY APPLICATION CHECK LIST

- 1. Site Plan** -include where applicable: walks, planting, fencing, signs, lighting, and other information necessary for review
- 2. Photos** – existing site conditions
- 3. Drawings-** include elevation drawings or renderings sufficient to show proposed exterior changes or additions. Drawings/Renderings must include the following:
 - A. Scale – must be to scale
 - B. Notations- must indicate:
 - a. Dimensions
 - b. Materials
 - c. Color(s)
- 4. Paint Color** - attach sample(s)
- 5. Materials** – describe, attach images where applicable

Construction proposed to begin on: _____

(Sec. 50-98(c) requires construction to begin within six months of the Certificate of Appropriateness being issued or the Certificate of Appropriateness will be void.)

Approximate date construction completed: _____

(Sec. 50-98(c) requires that construction be completed within eighteen months of the Certificate of Appropriateness being issued or the Certificate of Appropriateness will need to be renewed.)



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ACKNOWLEDGEMENTS:

1) By signing this application, Applicant acknowledges that failure to provide complete and accurate information regarding the request may cause the application to be removed or tabled from the agenda at the Historic Preservation Commission meeting. _____

(initials)

2) By signing this application, Applicant acknowledges that Applicant or Representative must appear before the Historic Preservation Commission at 4:00 pm on the date scheduled for presentation at Dothan City Hall, Commission Chambers. Your Application will not be reviewed or considered for approval without your presence. _____ (initials)

3) By signing this application, Applicant acknowledges that City staff has no approving authority over Certificate of Appropriateness decisions and should disregard any indication or interpretation of approval until such approval is rendered by a majority vote of the Historic Preservation Commission in a regularly scheduled public meeting format. _____

(initials)

Applicant/Representative (If Applicable) (Please Print)

Applicant/Representative's Signature

**Property Owner (Please Print)*

** REQUIRED*

** Property Owner Signature*