



APPLICATION PROCEDURE
AND APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
HISTORIC PRESERVATION COMMISSION
CITY OF DOTHAN, ALABAMA - Revised: 12-21-16

NOTICE

**PLEASE PAY CLOSE ATTENTION TO
REQUIRED ATTACHMENTS FOR
PROCESSING OF YOUR
APPLICATION.**

**INCOMPLETE APPLICATIONS WILL
NOT BE PROCESSED UNTIL ALL
REQUIRED INFORMATION IS
SUBMITTED TO THE PLANNING
DEPARTMENT.**

**THIS MAY DELAY THE HEARING OF
YOUR REQUEST BY THE HPC.**



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1. APPLICANT uses the Dothan Design Guidelines and the Downtown Overlay District (DOD) ordinance as a reference when completing the Certificate of Appropriateness Application Form. The DOD ordinance can be found in the City of Dothan Zoning Ordinance (Chapter 114) Article X-Special Districts, Section 114-157. APPLICANT Submits completed form to Dothan Historic Preservation Commission at least 14 days prior to next scheduled Commission meeting. 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. [[See Historic Preservation Calendar](#)]
2. PLANNING AND ZONING OFFICE will provide a copy of the Dothan Design Guidelines, Certificate of Appropriateness application form, answer questions, and assist property owners. Contact the Planning and Zoning Office at 334.615.4410.
3. 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. When there are additional information needs or if the project is extensive, the Commission may table the application for study or on-site inspection: especially when the application has not been submitted within the required 14 days prior to a meeting. Failure of the Commission to act within 45 days on an application for a Certificate of Appropriateness shall constitute approval of said application. [§50-97(e)(2)]
4. 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.



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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

- 5. Materials** – describe, attach images where applicable

- 6. List of Adjacent Property Owners**
Please attach the list of names and mailing addresses for all adjacent property owners on each side, behind, and in front of your property, *including vacant or rental property*, obtained from the REVENUE COMMISSIONER'S OFFICE AT THE HOUSTON COUNTY ADMINISTRATIVE BUILDING, 462 NORTH OATES STREET, 5TH FLOOR. If on a corner, include all three corners in addition to property on each side of your property.*

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.)

***BY SIGNING THIS APPLICATION, APPLICANT ACKNOWLEDGES THAT FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION REGARDING THE ADJACENT PROPERTY OWNERS AND THEIR MAILING ADDRESSES MAY CAUSE THE APPLICATION TO BE REMOVED OR TABLED FROM THE AGENDA AT THE BOARD OF ZONING ADJUSTMENT'S MEETING; OR, MAY RESULT IN ANY APPROVED SPECIAL EXCEPTION BEING VOIDED.**



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1) By signing this application, Applicant acknowledges that failure to provide complete and accurate information regarding the adjacent property owners and their mailing addresses (Item 7, Mandatory Checklist) 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 Name (Please Print)

Applicant Signature

Representative (*If Applicable*) (Please Print)

Representative's Signature

*Property Owner (Please Print)
*** REQUIRED**

*** Property Owner Signature**

| PLANNING OFFICE USE |
|------------------------------|
| Date of Receipt: _____ |
| Zoning District: _____ |
| Date For Presentation: _____ |
| Received By: _____ |
| Case Number: _____ |