



For Department Use Only:

Date Rec'd: _____

Meeting Date: _____

Florence Historic Preservation Commission
Certificate of Appropriateness
Application

Note: Certificates of Appropriateness (COA's), courtesy review requests, and items for public discussion must be submitted to the Building Department by the first Friday of each month to be placed on the FHPC agenda. COA's are approved for historical appropriateness only. Final permits are granted when construction plans are prepared for review and approved by the Building Department for building code compliance.

This COA application is presented to: Construct: __ Alter: __ Repair: __ Demolish: __

Property Address: _____

Name of Historic District: _____

Residential: __ Commercial: __

Applicant: _____

Owner: __ Architect: __ Contractor: __ Other: _____

Applicant Address: _____

Phone #: _____ Email: _____

Property Owner: _____

Property Owner Address: _____

Property Owner Phone #: _____ Email: _____

Brief Description of Work:

Please include the following:

New Construction; Major Renovation/Repair; Additions: Photographs: __ Scaled Elevation

Drawings: __ Site Plan: __ Specifications of Proposed Materials/ Finishes: __

Minor Renovations, Alterations, Repairs: Photographs: __ Drawings: __ Site Plan: __

Specifications of Proposed Materials/ Finishes: __

Demolition: Photographs: __ Statement of purpose: __

Signs: Photographs: __ Scaled Drawings: __

Disposition by FHPC

Approved: _____

Not Approved: _____

Approved as Modified: _____

Please review the Design Review Guidelines at:

https://florenceal.org/administration/florence_historical_board/index.php before submitting your application