

Certificate of Appropriateness (COA)

APPLICATION REVIEW GUIDELINES:

Application Requirements:

All applications must be complete and include the required supporting materials listed on the reverse side of this form. **Ten (10) collated copies of the application and all supporting materials** must be submitted to the Planning Office at City Hall for review. **Incomplete COA applications will not be forwarded to the Historic Preservation Commission (HPC) for consideration.**

Application Deadlines:

Applications and support materials must be submitted approximately thirty (30) days prior to the regular meeting of the Historic Preservation Commission (HPC). The HPC meets on the fourth Tuesday of each month at 5:30 PM in the City of Starkville Courtroom. A meeting and submittal schedule is available for reference.

Application Representation:

The applicant or an authorized representative of the applicant must attend the public HPC meeting to present the application.

Building Permit Requirements:

In addition to a COA application, most proposals will require a building permit from the Building Department at City Hall. Building permits will not be issued without proof of a COA. After application approval, the COA is valid for one (1) year. The COA expires if construction does not begin within twelve (12) months.

All work specifications must be completed as presented and approved: The Starkville HPC **must review and approve** any modifications or amendments to the approved plans prior to any work taking place.

DESIGN GUIDELINES

The Starkville Historic District Design Guidelines contain guidelines for the most commonly proposed changes. The HPC uses the design criteria when reviewing applications for COAs. **Please refer to the guidelines prior to submitting an application.** The guidelines, along with other useful links, are available on the City website at www.cityofstarkville.org. At the homepage, click... [TBD]

REQUIRED SUPPORTING MATERIALS

Please check the list below for which materials may be necessary for design review of a particular project:

New Buildings, New Additions, Major Restoration, Major Rehabilitation, or Remodeling

- Description of project
- Legal description of parcel
- Site plan (new buildings & additions only)
- Architectural elevations or sketches
- Description of materials
- Photographs of proposed site
- Documentation of earlier historic appearance (restoration only)

Minor Exterior Changes

- Description of project
- Description of materials
- Photographs of existing building

Site changes: Fences, Walls & Other Site Features

- Site plan or sketch of site
- Architectural elevations or sketches
- Description of materials
- Photographs of site

Demolition—please contact Planning Office