

Eureka Springs Historic District Commission

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Level I \_\_\_\_ Level I/Sign \_\_\_\_ Level II \_\_\_\_ Level III \_\_\_\_  
MEETING DATE: \_\_\_\_\_

Address of Property:

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Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
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Address if not same as above:

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Property Owner if not applicant: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address if not same as above:

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Proposed work:

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A Certificate of Appropriateness is effective immediately upon issuance. Work approved must be completed with 12 months of approval. Before expiration, you may apply for a 6 month extension. Any work done outside of the scope

of the Certificate of Appropriateness renders it null and void.

I hereby certify that I am the owner, agent of the owner, or other person in control of the property and that the information given herein is true and that I am authorized to obtain the Certificate of Appropriateness. I understand that if the approved project is

contrary to the requirements of City Municipal Code or International Building Code, then violations must be corrected. Approval of this application does not excuse the applicant, owner or agent from compliance with any other applicable codes, ordinances or policies of the City of Eureka Springs.

Penalties: Violation of the ordinance constitutes a misdemeanor, and violators upon being found guilty shall be fined not less than \$10 nor more than \$500; each day that a violation continues to exist shall constitute a separate offense. (reference Municipal Code 11.28.11).

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner Signature (for Level II & III)

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The following documents are required for approval (due by noon two days before meeting day):

\_\_\_\_\_ ALL APPLICATIONS: CURRENT COLOR PHOTOS of all 4 sides of property, noting work area(s)

\_\_\_\_\_ Signs: scale drawing or illustration in color or with color chips; indicate materials. Also photo or illustration

\_\_\_\_\_ of supporting armature, and visual indication of sign placement on property.

Level II involving fences, driveways, walkways & retaining walls & ALL Level III:

\_\_\_\_\_ Site Plan of the property at scale: 1inch = 20 feet. Must have location of all structures and outside equipment. Indicate parking areas, driveways, walks, etc.

\_\_\_\_\_ Certified Registered Survey

\_\_\_\_\_ Elevation Drawings for new construction and buildings which are to be altered in any way.

Material Changes & New Construction/Additions:

\_\_\_\_\_ Paint: Manufacturer's chips or samples of actual paint labeled and on paper. Indicate manufacturer's

name and color number AND placement on building.

\_\_\_\_\_ Roofing: Small sample of shingle with manufacturer's name and shingle color.

\_\_\_\_\_ Windows: Pictures or manufacturer's brochure indicating material, size, style and placement.

\_\_\_\_\_ Siding: Pictures or manufacturer's brochure indicating material, size, style and placement

\_\_\_\_\_ Exterior Doors: Pictures or manufacturer's brochure indicating material, size, style and placement

\_\_\_\_\_ New Construction: Please request a New Construction Checklist

CERTIFICATE OF APPROPRIATENESS

At a meeting of the Historic District Commission on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ this application is:

Approved \_\_\_\_ Denied \_\_\_\_ Deferred \_\_\_\_\_. Comments:

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Chairman \_\_\_\_\_ Secretary

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