



Please complete all information and submit all necessary drawings and documentation. Incomplete applications will not be accepted.

**APPLICATION – CERTIFICATE OF APPROPRIATENESS**

REFERENCE: ORDINANCE NO. O2013-08-04

DATE: ORDINANCE PASSED Aug. 20, 2013

**APPLICANT:**

**PROPERTY OWNER (If Different from Applicant):**

Name \_\_\_\_\_ Name \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Property Owners Signature \_\_\_\_\_

**PLEASE CHECK THE APPROPRIATE CONSTRUCTION ACTIVITY THAT APPLIES**

Remodeling  New Construction  Demolition  Sign  Merchandise Display  Other

A. Current or Intended use of the building: \_\_\_\_\_

B. Description of the nature of the proposed external alterations and /or repairs to be forwarded to the Historic Preservation Commission for their review and consideration: (Attach detailed descriptions and scaled drawings.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Intended start and finish dates: Start \_\_\_\_\_ Finish \_\_\_\_\_

D. Architect’s rendering or scale drawing of proposed change(s) is attached. This drawing shows what I plan to do. It also shows the color(s) proposed and the type of sign and lettering I plan to display in front of my business. Applications for signs shall accurately depict the size of the sign, font style and size of the lettering, as well as the sign’s location on the building. (Please attach a color chip to application.)

E. COMPLETED APPLICATIONS AND DRAWINGS MUST BE IN THE COMMUNITY DEVELOPMENT OFFICE NO LATER THAN 25 DAYS BEFORE THE MEETING. (MEETINGS ARE ON THE 1st THURSDAY OF EACH MONTH AT 6:00 P.M. AT HISTORIC CITY HALL.)

F. Fees as specified in procedures for Hillsboro Historic District Certificate of Appropriateness are required at the time the application is submitted.

G. The presence of the applicant or his/her agent as designated herein is necessary at the Historic Preservation Commission Meeting.

**NAME OF DESIGNATED AGENT (If Different From Applicant):** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**APPLICATION FEE: \$200.**

*Office use only*

**APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **Application Procedures for Hillsboro Historic District and Historic Landmarks Certificate of Appropriateness**

Note: Before restoring, renovating, demolishing or erecting a building or sign in the historic district or on historic landmark property, this procedure must be followed.

1. An application for a Certificate of Appropriateness must be secured from the Community Development Department.
2. Permanent address and telephone numbers of the applicant and property owner must be on the application.
3. A detailed description of the nature of the proposed external alteration or repairs, excluding ordinary maintenance as defined in Section 9 of Ordinance No. 2004-01-01 of the City of Hillsboro Code of Ordinances, and/or paint color schemes of the building must accompany the application. Scaled drawings of building alterations and samples of materials must accompany application.
4. If the application is for a sign, it must have a drawing giving the dimensions of the sign, size and style of lettering, what will be on the sign, how and where it will be mounted, and proposed method of illumination (if any).
5. The applicant must select paint colors from the approved color palette at City Hall. The applicant may select up to 3 color combinations and prioritize the selections. Do not proceed with painting until approval has been secured and permit has been issued.
6. Current or intended use of the building must be described on the application.
7. Intended start and completion dates for alterations and/or repairs must be on the application. The City's Historic Preservation officer must be notified when work begins so proper inspections can be conducted periodically.
8. The meeting dates for the Historic Commission are the first Thursday of each month at 6:00 p.m.
9. Completed applications and drawings must be in the Community Development Office no later than 20 days before the first Thursday of each month (by 5 p. m. on Monday the week before the meeting.)
10. The applicant or his designated agent must be present for the meeting.
11. The following fees will be charged for a Certificate of Appropriateness application at the time the application is submitted to the Community Development Department:  
**Renovation or Restoration Application \$200.00**  
(any changes to a building other than the installation/revision of a sign or merchandise/landscape display)