



Certificate of Appropriateness Application

Historic Landmarks Commission
1500 Chapline Street Room 308
Wheeling, WV 26003
304-234-3701

APPLICANT INFORMATION

Name: _____

Address: _____

Phone: _____ email: _____

PROJECT CLASSIFICATION

- New Construction
- Exterior Alteration
- Restoration
- Structure Relocation
- Structure Demolition
- Paint (attach sample)

Project Overview: _____

REQUIRED SUBMISSIONS

- Application for Certificate of Zoning Compliance
- Application for Certificate of Appropriateness
- Letter to Commission describing project
- Legal description of property
- Scaled elevation and/or suitable 8" x 10" photograph of the building facades which are visible from a public way
- Rendering or other visual representation of proposed changes (see attached example)
- Specification of materials, colors and construction techniques
- Other information as may be reasonable deemed necessary by the Commission to enable a determination on the application.
- \$15 fee payable to City of Wheeling
- Submitted at least 2 weeks prior to monthly meeting (1st Thursday of the month)

Owner's Signature: _____

Date: _____