

**APPLICATION FOR A  
CERTIFICATE OF APPROPRIATENESS PROCEDURES**

Application may be obtained either from the City Office or from any member of the Bolivar Historic Zoning Commission.

Completed applications should be turned in no later than the first day of the month. The monthly meeting of the Bolivar Historic Zoning Commission is held on the 2<sup>nd</sup> Thursday of each month at 5:00 p.m. at the Bolivar Municipal Center Court Room.

Application must be completed to be considered by the Commission. Any questions can be answered by the Bolivar Historic Zoning Commission Design Review Committee.

The agenda for the monthly meeting of the Commission will be in the press announcement for the meeting: Agenda items are taken in order.

The Bolivar Historic Zoning Commission meeting shall comply with the following procedures:

- (a) Call to order
- (b) Roll call
- (c) Reading and approval of the minutes of the previous meeting
- (d) Report of committees
- (e) Unfinished / old business
- (f) New business
- (g) Motion to adjourn

Chairman should preview the format and order of each presentation in the Commission meeting, whether it is old business or new business. The order shall be the following:

- (a) Statement by chairperson or Commission member as to what is involved in the application
- (b) Chairperson check for conflict of interest within the Commission members on this application
- (c) Applicant presentation of project
- (d) Chairperson recognizes support for the project by members of the community
- (e) Chairperson recognizes opposition to project by members of the community
- (f) Applicant time for rebuttal
- (g) The Commission should have a full and focused discussion of pro and cons as related to conformance or non-conformance with written guidelines
- (h) Chairperson calls for a motion; the motion should be clearly stated and reference specific guidelines

Motion should include:

Name of Applicant

Address of the project

And all findings of the Commission

- (i) Second to motion
- (i) Commission votes on the motion

The Commission secretary will deliver / send the applicant a signed copy of the Certificate of Appropriateness, along with a building permit so that work may begin.

## APPLICATION PROCEDURES

- A. An application and one (1) copy, must be filed with any member of the Commission, or turned into the City Office on or before the 1<sup>st</sup> day of each month, prior to the next Commission meeting. The Bolivar Historic Zoning Commission meets monthly on the 2<sup>nd</sup> Thursday of each month at 5:00 p.m. at the Bolivar Municipal Center Court Room. Note: The Historic Zoning Commission does not need one (1) complete set of plans, only those showing the exterior of the structure.

It is the sole responsibility of the applicant to obtain a Certificate of Appropriateness before applying for a building permit or beginning work on exterior changes. The applicant will be subject to fines for non-approved work.

- B. It shall be the policy of the Commission in regard to application involving new structures or extensive alterations and/or additions to existing structures that sub-committee of the Commission shall be available to meet with the coming application at some early stage in the design process in order to advise them informally concerning the Commission's guidelines, the nature of the area where the proposed construction is to take place, and there relevant factors. This sub-committee, collectively and individually, shall refrain from any indication of approval or disapproval, but shall not, for that reason be barred from a reasonable discussion of the applicant's proposals. No advice or opinion given, or reported as having an informal meeting shall be in way official or binding upon the Bolivar Historic Zoning Commission at any time. Notice of the need for such a conference should be given future applicants by the City at the earliest appropriate time.
- C. The Commission must issue or deny a Certificate of Appropriateness within thirty (30) days after the hearing of an application, except when the time limit has been extended by mutual agreement between the applicant and the Commission. Acceptance is defined to be the time at which the Secretary certified the application to be completed.
- D. The Secretary for the Commission shall notify the applicant of the disposition of the application by personal service or by registered mail and shall file a copy of the decision in the City office. If an application is denied, such notice shall include the reason for such actions as defined in the design guidelines.

## Review Criteria

In reviewing applications for Certificates of Appropriateness, the Commission shall take into account the historic and architectural significance of the structure. In its review, the Commission shall also take into account the following elements to ensure that the exterior form and appearance on the structure is consistent with the historic or visual character of the District:

1. The height of the building in relation to the average height of the nearest adjacent and opposite building.
2. The setback and placement on lot of the buildings in relation to the average setback and placement of the nearest adjacent and opposite building.
3. Exterior construction materials, including textures and patterns, especially color.
4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials.
5. Roof shapes, forms, and materials.
6. Proportions, shapes positioning and location, patterns and sizes of any elements of fenestration.
7. General form and proportions of buildings and structures.
8. Appurtenant fixtures and other features such as lighting.
9. Structural condition and soundness.
10. Architectural scale.

The Commission may designate more explicate design criteria as it deems necessary. As found in the Bolivar Design Guidelines.

**Application for Certificate of Appropriateness  
Bolivar Historic Zoning Board**

No. \_\_\_\_\_

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

**Property Information**

Location: Certified House/Business No. \_\_\_\_\_ Street \_\_\_\_\_

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**Applicant / Owner Information**

Applicant Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Owner Name (if different) \_\_\_\_\_

Mailing Address of Owner \_\_\_\_\_

**Brief Description of Proposed Project**

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**Other Project Contacts**

Author of drawing \_\_\_\_\_ Telephone \_\_\_\_\_

Contractor, if Known \_\_\_\_\_ Telephone \_\_\_\_\_

**Commission Staff Checklist** (to be checked by the commission secretary to verify completeness of application)

\_\_\_\_\_ Application, adequately filled out

\_\_\_\_\_ Site plan

\_\_\_\_\_ Photos of existing, overall views

\_\_\_\_\_ Bldg elevations, floor plans

\_\_\_\_\_ Detail photos

\_\_\_\_\_ Manufacturer's literature

\_\_\_\_\_ Streetscape photos

\_\_\_\_\_ Paint chip or other samples

Commission secretary's initial \_\_\_\_\_

(revised 5-04)