

CITY OF GADSDEN - APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

This section to be completed by City Personnel

Reviewed for Compliance: _____

Planning Department

Case # _____ Date Approved: _____

Design Review District:	Tuscaloosa Avenue
Alabama City	Coosa Riverfront
Downtown	East Broad St. / Hoke St.
Noccalula Road / North 12th St.	S.11th St. / Black Creek Parkway

1. Business Name: _____
Business Address: _____ Office Telephone: _____
Contractor Name: _____ Other Telephone: _____
Relationship of Applicant to Property: Owner Occupant Agent
Property Owner (if not the applicant): _____
Building Size: Length / Width: _____ Height: _____

2. Nature of Proposed Work (check all that apply):

Sign Installation (check one)	Wall Sign	Pole Sign	Monument Sign
Height:	_____	Width:	_____
Material:	_____	Light Source:	_____
Painting (Color)	Building: _____	Trim:	_____
Awning	Landscaping	New Construction	
Demolition	Fence	Other	

Note: Pictures, drawings, color samples, and material samples must be attached.

3. Please describe your proposed work as simply and accurately as possible (use extra sheet, if necessary). See **Criteria for Submission** for information that must accompany this application.

I, the undersigned, have complied with the Criteria for Submission. I understand that this application will not be considered until all required information has been submitted.

Printed Name of Applicant

Signature of Applicant

Date

Instructions for Completing Application for Certificate of Appropriateness

- Step 1.** Fill out application being sure to include **all** information.
- Step 2.** Check () all that apply under Nature of Proposed Work (Item #2).
- Step 3.** Describe all work proposed, using a separate sheet for each item, if necessary. Use standard civil engineering / architectural guidelines, and include a **GRAPHIC SCALE AND NORTH ARROW**.
- Step 4.** **Submit one (1) copy** of the application and supporting documentation (drawings, details, photos, etc.) A full-size set of drawings may be required, as well as a material sample. Send application to:

**City of Gadsden
Planning Department
90 Broad Street
Gadsden, AL 35901**

or

**City of Gadsden
Planning Department
P.O. Box 267
Gadsden, AL 35902**

Applications may be emailed to sellison@cityofgadsden.com Signature may be typed if submitting electronically. Any questions about completion of the application or documentation should be directed to the City of Gadsden Planning Department at (256) 549-4520. The Department is open from 8:00 a.m. - 4:30 p.m.

NOTE: APPLICATIONS NOT APPROVED IN-HOUSE MUST BE SUBMITTED TO THE GADSDEN DESIGN REVIEW BOARD. The Board meets on the first Monday of each month. Appeals to the Review Board must be submitted a minimum of **ten (10) days prior** to the meeting to be placed on agenda.

CRITERIA FOR SUBMISSION

The following information is required for verification of compliance with the Appearance Code. Approval must be granted in order to receive a Certificate of Appropriateness.

A. New Construction

BUILDINGS / STRUCTURES

1. Set of plans, specifications, and renderings showing all exterior elevations, overall dimensions, type of materials to be used on walls, roofs, windows, trim, etc., color samples and any other helpful information.
2. Site plan with dimensions, proposed fences, accessory buildings, exterior lighting, signage, etc.
3. Signs with material, dimensions, lettering, colors, and lighting to be used.
4. Color photographs of site and adjacent properties.
5. Section Profiles (showing relationship of buildings / structures to street, river boardwalk (if applicable), signage height, lighting height, and parking areas).

SITE / BUILDINGS

1. Photographs of existing conditions.
2. Site Clearance Plan showing everything to be removed including existing trees listing their sizes, species, and canopy spread (see Landscaping).

3. Site Development Plan showing proposed building(s), parking layout with number of spaces, hardscape (walkways, patios, dumpsters, fencing, etc.), site furnishings (lighting, trash receptacles, benches), and signage.
4. Site Grading and Drainage Plan including, but not limited to, finished floor elevations and spot elevations (for conformance with ADA requirements).
5. Site / Landscape Plan (See Below)

B. Extensive Exterior Alterations or Repair:

Same as new construction.

C. Minor Exterior Alterations or Repairs

1. Drawing and / or color photograph or main (front) elevation of building.
2. Drawing and / or color photograph of area of building to be altered or repaired if not the front.
3. Written detailed explanation of work to be done including materials to be used and paint samples.
4. Written description or drawing of site plan explaining fencing, accessory building, etc.

D. Painting, Only (new color or unpainted buildings)

1. Color photograph of building.
2. Paint samples of colors to be used for the
 - (a) main body of building
 - (b) trim or decorative features
 - (c) other - such as foundation walls, shutters, etc.

E. Signs

1. Scale drawing of proposed sign
2. Total area of sign
3. Type of material to be used
4. Samples of lettering to be used, including material and dimensions
5. Samples of colors to be used
6. Drawing or photograph of type support or standard to be used.
7. Proposed lighting, if any
8. Scale drawing of front of building showing placement of sign or photograph of placement of sign on building accurately located and sized.
9. Explanation of how sign will be mounted, attached or hung.
10. Landscaping around base of sign (if applicable and not included in a site / landscape plan).
11. Photos of signage on adjacent buildings (for comparison purposes).

NOTE: Façade signage to be shown on building elevations.

F. Awnings

1. Scale drawing of proposed awning
2. Sample of material to be used.
3. Photograph of placement of awning
4. Height above grade

G. Fencing

Photograph of area to be fenced and drawing or photograph of type of fencing proposed showing:

1. Placement on lot
2. Materials
3. Proposed height
4. Paint samples if fence is to be painted

H. Landscaping

Photograph of area to be landscaped and a landscape plan showing:

1. Planting layout (a formula of one-inch caliper tree removed to three-caliper inches replaced will be enforced)
2. Plant Schedule (scientific name, common name, quantity, size, spacing, and comments)
3. Irrigation Plan
4. Maintenance notes

I. Lighting

1. Lighting Plan
2. Luminaire Description (height of and picture of fixture)

J. Demolition Permits (Demolition of historic structures is discouraged)

1. Photograph of building to be demolished
2. Statement of purpose of the demolition with reference to future land use.

K. Building Permit Regulations

With design review districts, a Certificate of Appropriateness must be issued prior to receipt of a building permit. Criteria for submission of an application for a Certificate of Appropriateness or the issuance of a Certificate of Appropriateness, do not preclude requirements of other city ordinances and building codes applicable throughout the city. Approval must be given by the Building Official prior to obtaining a building permit when improvements and new construction involve City Building Codes such as electrical, plumbing, site, setbacks, etc.