

**OPELIKA HISTORIC PRESERVATION COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Note: If a federal tax credit will be used, the State will need to review the plans. Approval granted by the local Historic Preservation Commission does not imply approval by the State Historic Preservation Commission.

HPC Submittal Deadline: _____

HPC Meeting: _____

Building Address: _____

Owner: Name: _____

Address: _____

City: _____ Telephone: _____

Architect/Engineer

(If working on a commercial property or the property is located in a flood hazard zone, applicant must have an architect.)

Name: _____

Address: _____

City: _____ Telephone: _____

Contractor

Name: _____

Address: _____

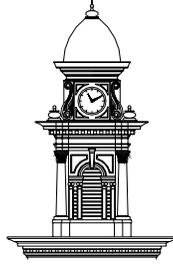
City: _____ Telephone: _____

Name of Designated Historic District: _____

Class of Work Proposed:

- _____ **A. New construction, additions, major renovation and repairs**
Preliminary Approval _____, Final Approval _____ (no fee for final)
- _____ **B. Minor renovations, alterations, or repairs**
- _____ **C. Signs (no application fee charged for sign approval)**
- _____ **D. Site work for pools, decks, and accessory structures**
- _____ **E. Demolition or relocation**

Estimated Total Contract Cost: _____



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Application Fee is **\$50.00**.

Note: Failure to apply for a certificate of appropriateness shall warrant the applicant to be fined double the application fee.

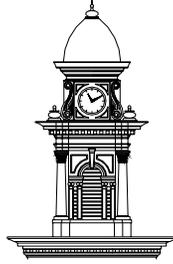
Please make out checks to: City of Opelika.

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with the city ordinance regulating all building, sign, and demolition permits within designated historic districts. The applicant authorizes the City to inspect the subject property as necessary in reviewing the above referenced request. A Certificate of Appropriateness is valid for one year from the time it is granted unless the property owner has a valid building permit. All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, the Commission shall issue a cease and desist order and all work shall cease.

The City Council or the Commission with the consent of the City Council shall be authorized to institute an appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in the exterior appearance of a building or structure which is either a historic structure or is located in a historic district, except those changes made in compliance with the provisions of this ordinance or to prevent any illegal act or conduct with respect to such historic property or historic district.

Signature of Applicant: _____

Date: _____



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Applying To The Commission For Project Review Or For A Certificate Of Appropriateness

All repairs, alterations, and additions to existing buildings and proposals for new construction must be submitted to the Opelika Historic Preservation Commission (OHPC) in order to obtain a Certificate of Appropriateness before the City of Opelika can issue a building permit. A Certificate of Appropriateness is valid for one year from the time it is granted unless the property owner has a valid building permit.

The deadline for application to the OHPC is two weeks prior to any scheduled meeting. Applications should be submitted to the OHPC office, located at the City of Opelika Planning Department, 700 Fox Trail, 705-5156. There is a \$50 fee for the application. The OHPC usually meets the second Thursday of each month.

For assistance with the preparation of a proposal for presentation to the OHPC or for information concerning the process, call the City of Opelika Planning Department at (334) 705-5156.

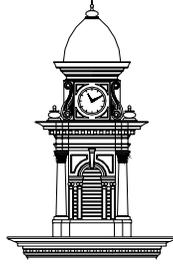
The guidelines in the Opelika Design Review Handbook should be used along with the Secretary of the Interior's Standards for Rehabilitation, which are located in the rear of the handbook as Appendix A.

Specific Requirements for Presentation

In order that the OHPC may render an informed decision, applicants shall submit the following materials. "Drawings" is intended to mean illustrations drawn to a standard architectural scale, such as 1/4" equals 1 foot. (Site plans, if applicable, should be drawn to a standard engineer's scale.)

For New Construction, Additions, Or For Extensive Renovation Or Repair To Existing Structures

1. Ten (10) sets of plans and renderings which shall include:
 - a. A site plan drawing illustrating the addition with dimensions, required setback lines, landscaping, and other site facilities;
 - b. An overall floor plan drawing with dimensions;
 - c. A drawing of all exterior elevations;
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- d. Notes of types of materials to be used on the exterior (i.e. walls, trim, cornice, windows, etc.);
- e. Detailed drawings or photographs of any decorative architectural details (i.e. columns, balustrades, modillions, etc.);
- f. Photographs of the site and surrounding buildings may be required.

For Minor Renovation Or Repair To Existing Buildings

1. For work which entails changes to the exterior of the existing building, drawings (plans and elevations) and photographs of the area of the building to be renovated.
2. For work that does *not* entail changes to the exterior, a written description of the work to be performed.

For Painting

Painting is not governed by these guidelines; however, the commission is pleased to offer suggestions. Palettes are available upon request at the Main Street Office (745-0466) or the City of Opelika Planning Department (705-5156) as well as local paint centers. Period color schemes are encouraged and include: Main body; trim or decorative features; accent areas such as lattice, shutters, porch deck, etc.

For Signs

1. Drawings of the proposed sign illustrating overall size with dimensions, material of signboard and supports, type of lettering and color scheme, and proposed lighting, if any;
2. A site plan drawing of the property illustrating the proposed sign location with dimensions;
3. A completed City of Opelika "Sign Application"

Note: Signs within the Historic Districts are limited to **a maximum of 64 sq. ft.** although the size of signs may be limited further by the Review Board

For Demolition Of An Existing Building

1. Current photographs of the building;
2. Drawings and descriptive material of the proposed new use or facility for the site.