



Town of Lake City

Po Box 544
230 N Bluff St
Lake City, CO 81235
970.944.2333

Town of Lake City Historic Preservation Certificate of Appropriateness Application

A Certificate of Appropriateness (COA) is required for any construction, addition, alteration, relocation, removal, or demolition of a structure or exterior object or feature on any property within the Historic District. The application fee is **\$50** for all projects and the COA is valid for one year, with the possibility of a six-month extension upon request.

Do NOT sign application until the COA is approved.

Type of Project:

- New Construction
- Major Alteration
- Minor Alteration
- Demolition
- Additions Greater than 25% of Building Square Footage

Is your building considered **contributing or noncontributing** to the Historic District? _____

Will you be applying for State or Federal Tax Credits for this project? _____

Property owner, applicant name _____

Contractor name, if different _____

Applicant Mailing Address _____

Contact Email and Phone _____

Project Location (Physical address, block and lot numbers) _____

Brief description of project: _____

This project has undergone a design review pursuant to appropriate Town Historic Preservation Ordinances, the Lake City Historic Preservation Design Guidelines, and the Secretary of Interior’s Standards for the Treatment of Historic Properties.

Conditions of Approval: _____

Dated this _____ day of _____, _____ By: _____
Historic Preservation Commission Chair / Vice Chair

I acknowledge and understand the above described conditions of approval for issuance of the building permit.

By: _____ Date _____ By: _____ Date _____
Owner **Building Inspector**

COA Application #: _____ Building Permit Application #: _____



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Certificate of Appropriateness Application Checklist and Helpful Information

Submit complete COA application to Town Clerk with the following REQUIRED documentation:

- ✓ Plans or scaled drawings of all four elevations or sketches that adequately depict the project.
- ✓ Architectural details and proposed materials.
- ✓ Color photos of existing conditions.
- ✓ Plot plan or Improvement Location Certificate showing all buildings, additions, walkways, driveways, trees, fences, and landscaping.

Deadline for complete application and required signatures:

COA Applications must be filed with the Town of Lake City by the Thursday **AT LEAST** twelve (12) days prior to the regularly scheduled meeting of the Historic Preservation Commission (HPC). The HPC is scheduled to meet the first Tuesday of each month.

NOTE: The signature of the submitting party is required at the bottom of this, page 2. The property owner's signature is required on page 1, AFTER approval of this application to demonstrate the owner's awareness of any HPC conditions to approval. Do NOT sign page 1 until approved.

More helpful information:

- Contact the Town and County Building Official at 970.944.2225 with questions about zoning and the need for a building permit
- Contact Town Staff at 970.944.2333 with questions about this application process or to arrange for contact with HPC liaison for a pre-submittal meeting (recommended)
- Design Guidelines can be found on the Town of Lake City website under Departments – National Historic District
- Other helpful information may be found on the Lake City National Historic District website - lakecityhistoricdistrict.org (This site is under construction and may have parts that are not fully available)
- COA is valid for one year from date of issuance, with the possibility of a six-month extension upon request.

Signature of person submitting COA Application

Date



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