



Please complete all information and submit all necessary drawings and documentation. Incomplete applications will not be accepted.

APPLICATION – CERTIFICATE OF APPROPRIATENESS

REFERENCE: ORDINANCE NO. 2004-01-01

DATE: ORDINANCE PASSED 1-06-2004

APPLICANT:

Name _____
Company _____
Address _____
Phone _____

PROPERTY OWNER (If Different from Applicant):

Name _____
Address _____
Phone _____

Property Owners Signature

Required _____

PLEASE CHECK THE APPROPRIATE CONSTRUCTION ACTIVITY THAT APPLIES

___ Remodeling ___ New Construction ___ Demolition ___ Sign ___ Merchandise Display ___ Other

A. Current or Intended use of the building: _____

B. Description of the nature of the proposed external alterations and /or repairs to be forwarded to the Historic Preservation Commission for their review and consideration: (Attach detailed descriptions and scaled drawings.)

C. Intended start and finish dates: Start _____ Finish _____

D. Architect’s rendering or scale drawing of proposed change(s) is attached. This drawing shows what I plan to do. It also shows the color(s) proposed and the type of sign and lettering I plan to display in front of my business. Applications for signs shall accurately depict the size of the sign, font style and size of the lettering, as well as the sign’s location on the building. (Please attach a color chip to application.)

E. COMPLETED APPLICATIONS AND DRAWINGS MUST BE IN THE COMMUNITY DEVELOPMENT OFFICE NO LATER THAN 10 DAYS BEFORE THE MEETING. (MEETINGS ARE ON THE 1st THURSDAY OF EACH MONTH AT 6:00 P.M. AT HISTORIC CITY HALL.)

F. Fees as specified in procedures for Hillsboro Historic District Certificate of Appropriateness are required at the time the application is submitted.

G. The presence of the applicant or his/her agent as designated herein is necessary at the Historic Preservation Commission Meeting.

NAME OF DESIGNATED AGENT (If Different From Applicant): _____

PHONE: _____

APPLICATION FEE: _____

Office use only

APPROVAL: _____ **DATE:** _____