



VAN BUREN HISTORIC DISTRICT COMMISSION
111 12th Street, Van Buren, AR 72956
479-471-5006

APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS (COA)

Application Number _____ Fee: \$20.00 Paid: Y/N Check # _____

I) PROPERTY OWNER NAME: _____

Address: _____ Phone: _____

II) BUSINESS OWNER NAME: _____

Address: _____ Phone: _____

III) BUILDING DATA (Date of Construction/Building History): _____

Original Use of Property: _____

Current Use of Property: _____

IV) DESCRIPTION OF PROPOSED WORK AND MATERIALS (See below for complete description requirements): _____

Estimated Dates of Proposed Work: _____

Project Architect/Engineer/Contractor: _____

Address _____ Telephone _____

V) IDENTIFY THE HISTORIC DISTRICT GUIDELINE SECTION THAT APPLIES:

- 10.3 Awnings _____ 10.5 Banners _____ 10.6 Brick/Masonry _____ 10.8 Color (Façade) _____
- 10.13 Flags _____ 10.16 Lighting _____ Any Other Section(s) _____
- 10.25 Signage _____ (Size: _____ Color: _____ Font: _____)

VI) Submit the following information with the application. The Van Buren Historic District Commission cannot review your application until the necessary information is submitted.

SECTION 10 GUIDELINES FOR EXISTING BUILDINGS:

- A. Accurate (scaled) sketch, photograph, or drawing of each elevation where changes are proposed, showing existing appearances and proposed changes.
- B. Description of materials to be used and an overall scheme, including, but not limited to, foundation, walls, trim, windows, doors, roof, chimneys, and any other exterior surface or detail.

SECTION 10.10 DEMOLITION:

- A. Current photographs of each elevation.
- B. Current evaluation by professional architect, engineer.
- C. Demolition cost estimate.

SECTION 10.25 SIGNAGE OR WINDOW LETTERING:

- A. Attach a drawing of your proposed sign or window lettering, including dimensions, font, and size, along with historic colors.

SECTION 12 GUIDELINES FOR NEW CONSTRUCTION:

- A. Accurate (scaled) sketch of all elevations showing proposed appearance and its relationship to adjacent and nearby buildings.
- B. Description of materials to be used including all exterior surfaces and details.

VII) Application must be received no later than eight (8) days prior to the scheduled meeting of the Van Buren Historic District Commission.

An authorized representative of the applicant must attend the HDC meeting and be present during the consideration of the application by the Commission.

Meetings are held at the City of Van Buren Municipal Complex (1003 Broadway) on the 2nd Thursday of each month at 5:30 p.m.

Signature of Applicant

Date

ACTION TAKEN: **Approved** **Approved with noted conditions** **Denied**

Comments: _____

Van Buren Historic District Commission

Date