

APPLICATION
CERTIFICATE OF APPROPRIATENESS PERMIT
NEW CASTLE HISTORIC PRESERVATION COMMISSION

**A \$25 APPLICATION FEE MUST BE PAID AT THE BUILDING COMMISSIONER'S OFFICE
BEFORE AN APPLICATION WILL BE ACCEPTED.**

Property Address: _____

Owner: _____ Daytime Phone: _____

Address: _____ Email Address: _____

If you intend to make any changes to the following items, please CHECK them below.

Architectural Ornamentation _____	Awnings _____
Chimneys _____	Cornice _____
Decks _____	Box gutter Relining – Metal _____
Doors _____	Exterior Lighting _____
Fencing – Front Yard _____ Rear Yard _____	Landscaping _____
Masonry Cleaning/Repainting _____	Painting _____
Porches _____	Roofing _____
Siding – Wood _____ Vinyl _____ Aluminum _____	Skylights _____
Storefronts _____	Utility/Accessory Structures _____
Windows – Wood _____ Vinyl _____ Aluminum _____	Window Shutters _____
New Construction _____	Demolition _____
Other – specify _____	Approximate cost of work \$ _____

Give a detailed written description of those changes in the space provided. Attach detailed drawings, specification sheets for new products, material samples, and pictures of the proposed site changes. If more space is needed, please attach additional pages.

All work should adhere to the Secretary of the Interior's Standards for Treatment of Historic Properties, which can be found at <https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>. Work must be completed within 12 months of approval. If work is not completed within 12 months, a request for an extension must be made to the Commission. **If work does not adhere to the approved application, the property owner may be subject to fines per Ordinance 3431, Historic Preservation Ordinance for the City of New Castle.**

For staff use only:

COA# _____ Approved Date _____
Fee Paid Date _____ Amount Paid _____ Staff Initials _____

Comments from Building Inspector's Office:

Dept Initials: _____

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Property owners must be present at the Historic Preservation Commission meeting in order for their application to be reviewed. Out-of-state owners are eligible to attend meetings virtually. **Applications are due 7 days prior to the meeting and will not be accepted after that or at the meeting.** The Historic Preservation Commission meets on the second Monday of every month. *Failure to attend the Historic Preservation Commission meeting and to supply adequate documentation could result in delays in processing the application and/or denial of the request.*

In signing this application, I understand that I am providing authorization for the posting of a public hearing on the subject property.

Signature of Owner

Date

Return complete applications, send questions, and request extensions to:

New Castle Building Inspector's Office at building-department@cityofnewcastle.net or (765) 521-6823

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