

Certificate of Appropriateness (COA) –Sufficiency Rider

Property Address _____ Date _____

COA _____ Previous COAs _____

*Fees are required when the application is forwarded for action by the JHPC.

JHPC=Jacksonville Historic Preservation Commission

Additions

Info Provided Fee = \$495

- Existing/proposed site plan with addition identified ^{1,2}
- Existing elevations or photos¹ of existing sides
- Proposed front, sides, and rear elevations¹
- Overall photos of site
- Photos of the area of the addition
- Description of any demo required
- Other _____

Alterations

Info Provided Fee = \$315

- Site plan ^{1,2} if elevation includes new
- Existing and Proposed elevations¹ or photos
- Pictures of area affected by alteration
- Overall photos of structure
- Product brochure/specifications and sample
- Other _____

Window Replacement

Info Provided JHPC Fee = \$315

- Window survey of existing windows-including numbered photos of all windows/openings with elevation key and notes explaining window condition
- Proposed window design, light pattern, and materials
- Brochure/sample of window product
- Other _____

Fencing

Info Provided Fee = \$315

- Site plan/survey with fence placement
- Fence height and design¹
- Fence materials
- Photos of property with main structure
- Other _____

Forwarded to the JHPC? **yes** **no**

Application Fee amount: \$ _____

1. To scale bar scaled dimensional drawings needed
2. Directional arrow needed

New Construction

Info Provided Fee = \$495

- Proposed front, side, and rear elevations¹ and site plan
- Materials identified and product info
- Photos of homes within the block, labeled with address to build context
- Description of any demo required
- Other _____

Relocation

Info Provided Fee = \$594

- Applicant's written statement of reason for relocation
- Photos of proposed location and surrounding structures and area
- Proposed site plan¹ and map of site
- Map of existing and proposed site location
- Description of any demo required
- Other _____

Demolition

Info Provided Fee = \$610

- Applicant's written statement of reasoning
- Letter from licensed registered engineer/contractor
- Statement of economic viability of rehabilitation to code
- Proposed re-use of property
- Appt. with staff in field to review condition
- Photos of structure: interior & exterior
- Other _____

Driveway

Info Provided Fee = \$315

- Site plan/survey showing placement of new driveway
- Proposed materials for driveway
- Does a curb-cut exist?
- Photos of property with affected area/photo of existing curb-cut
- Other _____

Additional Documents Provided/ Notes from Planner

- _____
- _____
- _____
- _____

NOTE: Violations are double the fee for each scope of work

General Information Regarding COA Process:

Please allow a minimum of 3 business days for administrative COAs after staff has deemed the application is sufficient. Applications requiring Commission review, please allow for a minimum of 4-8 weeks in order to meet notification requirements.

If JHPC action is required:

It is highly recommended, that applicants make an appointment with staff to review application package 1-2 weeks before submittal deadline to ensure it is complete and accurate.

A list of deadline dates for the commission meetings can be found at www.coj.net (Historic Preservation Commission). Revisions after the deadline will need to be provided at the JHPC meeting unless a staff member is able to review and add the revisions prior to the completion of the report.