



HISTORIC PRESERVATION COMMISSION

Certificate of Appropriateness Application

Provisions for Filing:

- I) APPLICANT SUBMITTAL REQUIREMENTS:
 - A) This application must be completed and must be legible. (Please print.)
 - B) This application must be accompanied by all required documents.

- II) NOTICE REQUIREMENTS: If this application requires a public hearing, a legal notice of the scheduled public hearing will be prepared and submitted by the Planning and Zoning Administrator to the local newspaper in sufficient time to meet the notice deadlines.

- III) PUBLIC HEARING (if required)
 - A) Meetings start promptly at 7 pm at the Pendleton Town Hall, located at 100 West State Street.
 - B) Applicant may appear on their own behalf or be represented by counsel or an agent.
 - C) The public hearing procedure is as follows:
 - 1) The Chairman gives a restatement of the case as an introduction to the item.
 - 2) The Staff presents evidence and offers a recommendation.
 - 3) The Commission members examine the Staff.
 - 4) The Applicant presents evidence and any necessary witnesses.
 - 5) The Commission members examine the Applicant and any witnesses.
 - 6) The Chairman asks for any Objectors to present evidence.
 - 7) The Commission members examine the Objectors.
 - 8) The Applicant is given a rebuttal period.
 - 9) The Commission discusses information that has been presented and asks any additional questions.
 - 10) Commission votes on the agenda item.

- IV) AFTER THE PUBIC HEARING: If approved by the Historic Preservation Commission, a Certificate of Appropriateness will be issued.

Historic Preservation Commission
Meeting Schedule
 7 p.m. at Town Hall

MEETING DATES	FILING DEADLINES
January 8, 2019	December 27, 2018
February 12, 2019	January 29, 2019
March 12, 2019	February 26, 2019
April 9, 2019	March 26, 2019
May 14, 2019	April 30, 2019
June 11, 2019	May 28, 2019
July 9, 2019	June 25, 2019
August 13, 2019	July 30, 2019
September 10, 2019	August 27, 2019
October 8, 2019	September 24, 2019
November 12, 2019	October 29, 2019
December 10, 2019	November 26, 2019



Certificate of Appropriateness Application

1. PROPERTY INFORMATION

Property Location:

Current Use:

2. APPLICANT INFORMATION

Name of Applicant

Applicant Email Address

Applicant Phone Number

Applicant Address

City/Town

State

Zip code

3. OWNER INFORMATION (if different from applicant)

Name of Property Owner

Property Owner Email Address

Property Owner Phone Number

Property Owner Address

City/Town

State

Zip code

4. CONTRACTOR INFORMATION

Name of Contractor

Contractor Phone Number

Contractor Address

5. DESCRIPTION OF WORK

If you intend to alter or add any of the following items, please mark each applicable category below.

- Architectural Ornamentation
- Awning
- Chimney
- Cornice
- Deck
- Doors
- Fence
- Demolition
- Porch
- Siding
- Storefront
- Utility/Accessory Structure
- Windows
- Window Shutters
- New Construction
- Sign
- Other: _____

Give a detailed written description of the proposed work in the space provided below.

Approximate Cost of Work:

Include photographs, material samples, drawings, etc., to describe the proposed work. Failure to supply adequate documentation could result in delays in processing the application and/or denial of the application.

6. ATTEST AND SIGNATURE

I hereby certify that the information and statements given in this application, drawings, and specifications are, to the best of their knowledge, true and correct. I further understand that no work can begin until this application has been reviewed, approved, and a building permit has been issued. Any work done that has not been approved will be in violation of the Town of Pendleton's Unified Development Code.

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

Signature of Applicant

Date

Planning Department Use Only

Petition Number

Date Filed

Meeting Date

Final Action:

- Approve
- Approve with Conditions
- Deny

Decision by:

- Staff
- HPC

Date:

Date:

Signature of HPC Official: