



HISTORIC PRESERVATION COMMISSION

Certificate of Appropriateness Application

A Certificate of Appropriateness is a document stating that the proposed work is appropriate for the historic district and meets criteria in the local code. The certificate is required before exterior work begins and before a building permit can be issued. Work completed without a Certificate of Appropriateness creates a legal risk of fines and having to reverse any work done for failing to follow procedures.

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 6 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 2021 Meeting Schedule 6 p.m. at Town Hall

MEETING DATES	FILING DEADLINES
January 12, 2021	December 29, 2020
February 9, 2021	January 26, 2021
March 9, 2021	February 23, 2021
April 13, 2021	March 30, 2021
May 11, 2021	April 27, 2021
June 8, 2021	May 25, 2021
July 13, 2021	June 29, 2021

MEETING DATES	FILING DEADLINES
August 10, 2021	July 27, 2021
September 14, 2021	August 31, 2021
October 12, 2021	September 28, 2021
November 9, 2021	October 26, 2021
December 14, 2021	November 30, 2021



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: