



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

2018 Meeting Schedule

7 p.m. at Town Hall

MEETING DATES	FILING DEADLINES
January 9, 2018	December 26, 2017
February 13, 2018	January 30, 2018
March 13, 2018	February 27, 2018
April 10, 2018	March 27, 2018
May 8, 2018	April 24, 2018
June 12, 2018	May 29, 2018
July 10, 2018	June 26, 2018
August 14, 2018	July 31, 2018
September 11, 2018	August 28, 2018
October 9, 2018	September 25, 2018
November 13, 2018	October 30, 2018
December 11, 2018	November 27, 2018



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: