



CERTIFICATE OF APPROPRIATENESS APPLICATION

City of **Eupora** Historic Preservation Commission (**EHPC**)

City Hall, **390 Clark Ave.**

Eupora, Mississippi 39744

Phone: (662) **258-2291**

e-mail: **euporahpc@gmail.com**

APPLICATION REQUIREMENTS

A pre-application conference with the building official or appropriate city staff prior to submittal of a COA application **is highly recommended.**

All applications must be complete and include the required supporting materials listed below. The application and all supporting materials must be submitted to the City Clerk or Building Official at City Hall for review.

Incomplete COA applications will not be forwarded to the Historic Preservation Commission (HPC) for consideration.

REQUIRED SUPPORTING MATERIALS

New Construction or Substantial Rehabilitation

- Description of design and materials
- Site plan (new buildings and additions only)
- Architectural elevations
- Comprehensive photographs
- Documentation of earlier historic appearance (rehabilitation only)

Minor Exterior Changes

- Description of design and materials
- Photographs of existing building

Outbuildings, Fences, and Walls

- Description of design and materials
- Site plan
- Architectural elevations

- Site photographs

Demolition and Relocation

- Photographs of existing building(s) and description of the condition of the existing structure and why the structure warrants demolition.
- **NOTE:** Relocation requires a moving permit and Demolition requires a demolition permit from the Building Dept. For permit information, contact the Building Dept. at City Hall

CONTACT INFORMATION

Applicant _____

NOTE: If the applicant is not the property owner, an Owner Affidavit must be executed, notarized, and returned with the application materials.

Address _____

City, State ZIP _____

Daytime Phone _____

E-mail Address _____

PROPERTY AND PROJECT INFORMATION

Project Address _____

Property Owner _____

Tax or Parcel Number _____

(available at www.webstercountymiss.org or at the Webster County Land Records Office)

TYPE OF PROJECT

Check all that apply:

New Construction (freestanding or addition)

Substantial Rehabilitation

Demolition

Minor Exterior Changes

Relocation

PROJECT AND MATERIALS DESCRIPTION

Check all proposed work specifications that apply:

Exterior Siding/Finishes/Masonry

Roofs

Windows and Dormers

Chimneys

Porches/Decks/Balconies

Shutters

Exterior Doors

Foundations

Walls and Fences

Outbuildings



Application-Deadlines

Applications and support materials must be submitted at least twenty (20) days prior to the regular meeting of the HPC. The HPC meets on the third Thursday of each month at 5:30 PM in the boardroom of City Hall located at 390 Clark Ave.

Application-Representation

The applicant or an authorized representative of the applicant **must** attend the public HPC meeting to present the application.

Inspection

Application for a Certificate of Appropriateness by property owners shall serve as authorization for right of entry to inspect the subject property.

Building Permit Requirements

In addition to a COA Application, most proposals will require a building permit from the Building Department at City Hall. Building permits will not be issued without proof of a COA. After application approval, the COA is valid for six (6) months. The COA expires if construction does not begin within six (6) months of approval by the HPC.

Pursuant to Mississippi Code 39-13-13 "A governing authority may require that denial of a certificate of appropriateness shall be binding upon a local building inspector or the agency responsible for issuing building permits and shall prevent the issuance of other building permits for the same parcel until a certificate of appropriateness is approved."

The HPC must review and approve any modifications or amendments to the approved plans prior to the beginning of work.

All work must be completed as presented to and approved by the HPC.

IN THE SPACE BELOW OR ON ADDITIONAL SHEETS, PROVIDE A NARRATIVE DESCRIPTION OF THE PROPOSED PROJECT. DIVIDE THE NARRATIVE INTO THE "PROJECT AND MATERIALS DESCRIPTION" SECTIONS CHECKED ON PAGE 1.

Certificate of Appropriateness NOT required for this application

Signed _____ Date _____

AUTHORIZATION

I acknowledge that the above application refers to construction and alterations to be undertaken at this time. I understand that the work described here must begin within six months of issuance of the COA and that **alterations not addressed in this document will require an additional application.** I consent and understand that an application for certificate of appropriateness shall serve as authorization of right of entry at the subject property. I understand that this application will become part of the Public Record of the City of Eupora and hereby certify that all information contained herein is accurate to the best of my knowledge.

Signature: _____ Printed Name: _____ Date: _____