



Submittal Criteria Checklist for Certificate of Appropriateness (COA)

The documentation listed must be submitted with the application for a Certificate of Appropriateness (COA).

ALL APPLICATIONS

- Images of front façade of the structure and all sides where work is proposed.

REMODELING, ADDITIONS, AND NEW CONSTRUCTION

- Applications for new construction and major remodels must be reviewed by the City Planner prior to the submittal deadline.
- Scaled and dimensioned elevation and plan drawings indicating proposed alterations or additions, clearly indicating the existing building and what is proposed and including the relationship to adjacent structures.
- Site plan showing: 1) dimensions of lot, 2) location and dimensions of the structure and addition (if applicable), and 3) location of all exterior, ground and roof mounted equipment.
- Official site survey
- Specifications, images of all proposed exterior materials including siding, doors, windows, lighting, and roof shingles.
- Paint chips or specifications (brand, color name) and placement on the structure.

WINDOWS AND DOORS

REPAIR ONLY

- Images of window(s)/door(s) that illustrate existing condition.
- Detailed description of repair work needed.

REPLACEMENT

- Images of window(s)/door(s) that illustrate existing condition.
- Specification, images for proposed replacement window(s)/door(s).

PAINTING, STUCCO, REPAINTING

- Image of front façade of house/building and all areas/facades where painting, stucco, or repainting is proposed.
- Paint chips or specifications (brand, color name and number with proposed location on structure indicated (body, trim, accent)).
- If applicable, specifications including color, lime content ratio, cement content ratio, aggregate color, aggregate content ratio, and joint tooling.

SIDING, TRIM, AND SKIRTING REPAIR OR REPLACEMENT

- Image(s) of all facades where work is proposed, including detail images that illustrate existing conditions.
- Percentage estimate of how much material is proposed for replacement (i.e. 15%, less than 20%, etc.)
- Specifications for replacement siding, trim, or skirting materials.

FOUNDATION REPAIR

- Image of structure indicating existing skirting.
- Engineering's report including structural drawing and detail of proposed work.

ROOFING

- Image of existing roof shingle indicating material and color.
- Shingle specifications (material, color, name).

GUTTERS

- Specifications, images for proposed gutters/downspouts.
- Site plan showing where on the structure gutters/downspouts are proposed.

FENCES, HARDSCAPING, AND LANDSCAPING

- Site plan showing location of fence, hardscaping, landscaping.
- Photographs of the area(s) where work is proposed.
- Fences, images of proposed fence with description (material, height).
- Hardscaping -description of materials proposed and images if something other than broom finish concrete.
- Landscaping – plant species and images.

RELOCATION OF A STRUCTURE

- Photograph of structure on current site.
- Reason for request to move a building.
- Reason for request to move a building.
- Dimensioned site plan to scale showing proposed building on new site and adjacent building scale.
- Elevation showing height and width relationship of structure on new site to adjacent properties and those across the street.

- Images of structures within vicinity of new site.

SIGNS

- Sign location indicated (i. e. elevation drawing, photograph showing proposed location marked, rendering, or site plan).
- Image and specifications for proposed sign.

DEMOLITION

- Any demolition of a main or accessory structure within the historic overlay of the City of Venus requires a Demolition permit, which is a different application. Please contact city staff.