



VAN BUREN HISTORIC DISTRICT COMMISSION

1003 Broadway, Van Buren, AR 72956

479-471-5006

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Application Number _____

Fee: \$20.00 Paid: Y/N Check # _____

I) PROPERTY OWNER NAME: _____

Address: _____ Phone: _____

II) BUSINESS OWNER NAME: _____

Address: _____ Phone: _____

III) BUILDING DATA (Date of Construction/Building History): _____

Original Use of Property: _____

Current Use of Property: _____

IV) DESCRIPTION OF PROPOSED WORK AND MATERIALS (See below for complete description requirements): _____

Estimated Dates of Proposed Work: _____

Project Architect/Engineer/Contractor: _____

Address _____ Telephone _____

V) IDENTIFY THE HISTORIC DISTRICT GUIDELINE ITEM THAT APPLIES:

Awnings Pg. 65 _____ Brick/Masonry Pg. 36 _____ Glass Pg. 52 _____ Paint Color (Façade) Pg. 55 _____

Lighting Pg. 68 _____ Building Materials Pg. 34 _____ Additions/New Construction Pg. 70 _____

Signage Pg.82 _____ (Size: _____ Color: _____ Font: _____)

Any Other Items(s) _____

VI) Submit the following information with the application. The Van Buren Historic District Commission cannot review your application until the necessary information is submitted.

CHAPTER 3 GUIDELINES FOR BUILDING MATERIALS Pg. 34:

A. Description of materials to be used including all exterior surfaces and details.

CHAPTER 4 GUIDELINES FOR COMMERCIAL BUILDINGS Pg. 57:

- A. Accurate (scaled) sketch, photograph, or drawing of each elevation where changes are proposed, showing existing appearances and proposed changes.
- B. Description of materials to be used and an overall scheme, including, but not limited to, foundation, walls, trim, windows, doors, roof, chimneys, and any other exterior surface or detail.

CHAPTER 5 GUIDELINES FOR ADDITIONS & NEW CONSTRUCTION Pg.70:

- A. Accurate (scaled) sketch of all elevations showing proposed appearance and its relationship to adjacent and nearby buildings.
- B. Description of materials to be used including all exterior surfaces and details.

CHAPTER 6 GUIDELINES FOR SIGNAGE Pg. 82:

- A. Attach a drawing of your proposed sign or window lettering, including dimensions, font, and size, along with historic colors.

VII) Application must be received no later than eight (8) days prior to the scheduled meeting of the Van Buren Historic District Commission.

An authorized representative of the applicant must attend the HDC meeting and be present during the consideration of the application by the Commission.

Meetings are held at the City of Van Buren Municipal Complex (1003 Broadway) on the 2nd Thursday of each month at 5:30 p.m.

Signature of Applicant

Date

ACTION TAKEN: **Approved** **Approved with noted conditions** **Denied**

Comments: _____

Van Buren Historic District Commission

Date