



DEPARTMENT OF PLANNING AND DEVELOPMENT

723 West Markham Street
Little Rock, Arkansas 72201-1334
Phone: (501) 371-4790 Fax:(501) 399-3435
www.littlerock.gov

APPLICATION FOR A
CERTIFICATE OF APPROPRIATENESS

- 1. Application Date:_____ HDC File # _____
- 2. Date of Public Hearing:_____ at 5:00 p.m.
- 3. Address of Property:_____
- 4. Legal Description of Property:_____
- 5. Property Owner (Printed Name, Address, Phone, Email):_____
- 6. Owner’s Agent: (Printed Name, Address, Phone, Email):_____
- 7. Name of Applicant as it will appear on all correspondence and in Staff report:_____
- 8. Brief Project Description:_____
- 9. Estimated Cost of Improvements:_____
- 10. Zoning Classification: Is the proposed change a permitted use? Yes No
- 11. Signature of Owner or Agent:_____

(The owner will need to authorize any Agent or person to represent them at the public hearing See page 5).

NOTE: Should there be changes during construction (design, materials, size, etc.) from the approved COA, applicant shall notify Commission staff and take appropriate actions. Approval by the Commission does not excuse applicant or property from compliance with other applicable codes, ordinances or policies of the city unless stated by the Commission or staff. Responsibility for identifying such codes, ordinances, or policies rests with the applicant, owner, or agent.

(This section to be completed by staff):
Little Rock Historic District Commission Action
___ Denied ___ Withdrawn ___ Approved ___ Approved with Conditions ___ See Attached Conditions

Staff Signature:_____ Date:_____



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Instructions for Filing for a Certificate of Appropriateness (COA)

1. The owner or authorized representative is required to file an **application** and a **cover letter**. See attached "Application for a Certificate of Appropriateness." The cover letter shall set forth the development rationale, the intent of the use and should include such information as is necessary to thoroughly inform the Commission on the issue. Return the completed form (page 1), cover letter, and all Other Submittals and photographs to Department of Planning and Development by the designated deadline. Incomplete applications will not be accepted.
2. Other Submittals:
 - A. **New Construction, Additions or Modifications to Existing Structures, Moving a Building into the District**
 - (1) Scaled drawings shall include: Site plan or Survey showing all current and proposed improvements including all driveways, parking areas, sidewalks, fences, property lines, and outbuildings; Floor plan for understanding development; and Scaled elevations showing proposed appearance and its relationship to adjacent and nearby buildings.
 - (2) The owner/applicant shall submit **one set of scaled drawings** on 24" x 36" **AND twelve (12) copies of the drawings** on 8½" x 14" or 11" x 17".
 - (3) All building materials described in the Design Guidelines should be noted on the Scaled Drawings, including but not limited to: doors, windows, awnings, steps, railings, walls, roofs, gutters, chimneys, foundations, decks, lighting, fences, parking areas, HVAC equipment, solar panels, and signage.
 - (4) A description of materials for all exterior surfaces listed above shall be provided to Staff in application packet. Web site addresses are appropriate but cut sheets of individual materials are preferred.
 - B. **Photos**
 - (1) Current color photographs (all elevations) of property showing its present condition. Include color photographs of adjacent structures. High resolution digital images in jpeg format preferred.
 - C. **Materials to be used**

Samples of materials, brochures, pamphlets or other literature shall be submitted with application.
 - D. **For Demolitions Only**

Submittals include but are not limited to the following:

 - (1) Copies of engineering reports to show soundness of structure.
 - (2) Copies of termite inspection to show infestation levels.
 - (3) Other engineering or professional reports to show cause for demolition.
 - (4) Other reports to demonstrate financial hardship.
 - E. **NOTE: Application must be complete at time of submittal.** Any additional documents requested by Staff for clarification and review must be submitted to staff no later than three (3) weeks before the meeting date.
3. The applicant or representative **must provide proof of ownership of the project property or documentation of the owner's consent to the submission of the application.**
 - A. Provide proof of ownership or authorization to pursue a COA.

Valid forms proving ownership are: a current property tax bill, escrow letter, grant deed, deed of trust, mortgage statement, or tax assessment card showing ownership. Telephone bills, utility bills, or driver's licenses as proof of ownership are not acceptable.

B. If Renting Property: Current lease or rental agreement AND a notarized statement from the property manager or property owner for you to pursue a COA.

4. Before the meeting, the **applicant must perform the following:**

A. Obtain a list of all recorded property owners (**as certified by a licensed abstractor**) within the area of influence – properties situated **within 150’ of the subject property and any additional properties within the subject’s block that lie outside the 150’ radius**. Applicant is also responsible for adding any property owners to that list that they have knowledge of that are not reflected on the abstract company list.

B. Give at least ten (10) days written notice of the time, place and date of the public hearing to all property owners within 150’ of the subject property and any additional properties within the subject’s block that lie outside the 150’ radius stated above with the form “**Notice of Public Hearing**,” which is attached on page 4 or available from Staff. Send the required notice **by certified mail return receipt requested**. The address on the back of the PS Form 3811 Domestic Return Receipt shall be: “HDC ‘File #, Historic District Commission, Planning and Development, 723 West Markham, Little Rock, Arkansas 72201-1334.” Staff will give applicants a file number upon submitting application.

The image shows the back of a USPS Form 3811 Domestic Return Receipt. It features a USPS TRACKING# barcode at the top left. To the right, it says "First-Class Mail Postage & Fees Paid USPS Permit No. G-10". Below the barcode is the number "9590 9402 1499 5329 3113 51". The "United States Postal Service" logo is on the left. A box on the right contains the sender's address: "HDC17-XXX, Historic District Commission, Planning and Development, 723 West Markham, Little Rock, AR 72201-1334". Above this box is the instruction: "* Sender: Please print your name, address, and ZIP+4® in this box*".

Back of PS form 3811 with Staff address completed.

C. The Affidavit at the bottom of the “**Notice of Public Hearing**,” form must be signed before returning “Affidavit” to Staff. Do not cut or detach the affidavit on the bottom of this page from the notice form.

D. Post the subject property with a sign at least ten (10) days before the meeting. The sign, furnished by Staff at the time of application, must be placed at the front of the property to be seen from the street. If subject property is located on a corner or fronts two streets, **one sign must be posted on each side** to be viewed from both streets. If the sign is destroyed or torn down, applicant must obtain a replacement from Staff.

5. Five (5) business days prior to the meeting, **the applicant must submit** the following to staff:

- A. Green and white certified mail receipts (PS Form 3800 proof of mailing), stamped by the Post Office,
- B. Certified listing of recorded property owners from abstract company,
- C. List of owners notified and,
- D. Copy of the completed public meeting notice and signed Affidavit.

6. The applicant or representative **must be present at the public hearing** in order to answer questions the Commission or interested parties may have. The Commission will not act upon any item unless the applicant or representative is present. If you bring handouts to the Commission meeting, bring no less than nine (9) sets: one for each commissioner, one for staff and one for the city Attorney representative.

The image shows a blank USPS Form 3800, July 2014, titled "U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only". It includes a table for fees: Postage (\$3.50), Certified Fee (\$2.70), Return Receipt Fee (\$0.00), Restricted Delivery Fee (\$0.00), and Total Postage & Fees (\$6.20). There is a "Postmark Here" section with a date stamp "OCT 31 2016". The "Sent To" section is blank, with fields for "Street & Apt. No. or PO Box No." and "City, State, ZIP+4®". At the bottom, it says "PS Form 3800, July 2014" and "See Reverse for Instructions".

Blank PS form 3800

7. **NON-COMPLIANCE WITH THE ABOVE MAY CAUSE AN APPLICATION TO BE WITHHELD UNTIL PROPERLY SUBMITTED AND MAY REQUIRE RENOTIFICATION OF PROPERTY OWNERS.**

IF THERE ARE QUESTIONS OR ADDITIONAL INFORMATION IS NEEDED,
CALL DEPARTMENT STAFF AT 371-4790.



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NOTICE OF PUBLIC HEARING
BEFORE THE LITTLE ROCK HISTORIC DISTRICT COMMISSION
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS TO OWNERS
OF LAND NEAR THE SUBJECT PROPERTY LOCATED AT

Address: _____

General Location: _____

Owned by: _____

NOTICE IS HEREBY GIVEN THAT an application for a Certificate of Appropriateness on the above described property has been filed with the Department of Planning and Development requesting the following changes: _____

A **Public Hearing** on said application will be held by the Historic District Commission in the Board of Directors Chambers, City Hall, second floor, 500 W. Markham Street on (date)_____ at 5:00 p.m.

ALL PARTIES IN INTEREST MAY APPEAR and be heard at said time and place or may notify the Little Rock Historic District Commission of their views on this matter by letter. All persons interested in this request are invited to call or visit the Department of Planning and Development to review the application with Commission Staff.

----- FOLD LINE -----

*Instructions for applicant: Please return the completed form and signed affidavit, **UNCUT**, to staff no later than five (5) days prior to the public hearing. Mail the top portion "Notice of Public Hearing" to provide ten (10) days notice prior to the public hearing date.*

AFFIDAVIT

I hereby certify that I have notified all the property owners as reflected on the abstract company list and all those that are not reflected on that list that I have knowledge of within 150 feet of the above-described property, that subject property is being considered for a Certificate of Appropriateness and that a Public Hearing will be held before the Little Rock Historic District Commission at the time and place described.

Applicant (owner or authorized representative):_____

Date:_____



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**CERTIFICATE OF APPROPRIATENESS
AUTHORIZATION OF REPRESENTATION STATEMENT**

I, _____ do hereby authorize
Property owner (print)

_____ to represent me and my interests in an
Agent/representative name and business (print)

Application for a Certificate of Appropriateness on the following property described below. I have reviewed the proposed application and I have indicated so by initialing a copy of the submittals that are attached.

Street Address:

_____ Title Holder's Signature	_____ Date
_____ Agent's Signature	_____ Date

=====

Subscribed and sworn to me, a Notary Public on this _____ day of _____, _____.

Notary Public

My Commission Expires: _____