



**DEPT. OF COMMUNITY DEVELOPMENT  
PLANNING DIVISION  
301 W. CHESTNUT  
PHONE: (479) 621-1186  
FAX: (479) 986-6896**

<u>OFFICE USE ONLY</u>	
Fee:	_____ (\$100)
COA Number:	_____
CityView Number:	_____
Date Issued:	_____

**CERTIFICATE OF APPROPRIATENESS  
Sec. 24-5**

Please see **Appendix A** of this application to determine the appropriate category based on the proposed scope of work. Additional information may be found in the Rogers Commercial Historic District Design Guidelines document. Please see **Appendix B** for required supplemental materials. This project is:

**Category I** \_\_\_\_\_

**Category II** \_\_\_\_\_

**Category III** \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (if not applicant): \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect/Engineer/Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Historic name of property: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_

**BUILDING DATA**

YEAR BUILT: \_\_\_\_\_

CONSTRUCTION TYPE: Wood \_\_\_\_\_ Brick \_\_\_\_\_ Stone \_\_\_\_\_ Other \_\_\_\_\_

ORIGINAL USE:

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Single-family residential | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Multi-family residential  | <input type="checkbox"/> Vacant     |
| <input type="checkbox"/> Hotel/boarding            | <input type="checkbox"/> Mixed-use  |
| <input type="checkbox"/> Office                    | <input type="checkbox"/> Other      |
| <input type="checkbox"/> Commercial/retail         |                                     |

BRIEF HISTORY AND DESCRIPTION OF PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED SCOPE OF WORK:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION SUBMISSION**

Certificates of Appropriateness are effective immediately upon issuance. Work approved must begin within twelve (12) months of approval. If the Certificate of Appropriateness expires, your project must be resubmitted for approval. Any work done outside the scope of the Certificate of Appropriateness renders it null and void.

**ANY WORK APPROVED BY THE HISTORIC DISTRICT COMMISSION IS SUBJECT TO ADDITIONAL CITY PERMITS SUCH AS SIGN AND BUILDING PERMITS.**

I hereby certify I am the owner, agent of the owner, or other person in control of the property and that the information given herein, and as shown on the application and Certificate of Appropriateness, is true and that I am authorized to obtain this Certificate of Appropriateness. I understand that if the construction and/or installation for which this Certificate of Appropriateness is issued is contrary to the requirements of city codes or regulations, violations must be corrected. Approval by the Historic District Commission does not excuse the applicant, owner, or agent from compliance with any other applicable codes, ordinances, or policies of the City of Rogers.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

**HISTORIC DISTRICT COMMISSION USE ONLY**

This project is:      Category I \_\_\_\_\_ Category II \_\_\_\_\_ Category III \_\_\_\_\_

This COA is:      Approved \_\_\_\_\_ Approved with conditions \_\_\_\_\_ Denied \_\_\_\_\_

Reasons for approval, conditions, or denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SECRETARY, HISTORIC DISTRICT COMMISSION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT OF COMMUNITY DEVELOPMENT OFFICIAL

\_\_\_\_\_  
DATE

## **APPENDIX A: CATEGORY INFORMATION**

### CATEGORY I: Ordinary Maintenance

This category is constituted by exterior repairs with *no* change in design, color, material, or appearance. Includes repainting structure same color(s) and/or minor repairs with no additions or removals, such as replacing rotted porch flooring, replacing rotting or damaged exterior surface and/or trim, replacing rusted screening or surface-mounted gutters, replacement roofing of same type and color, or essentially similar work.

Public notice is *not* required for this category.

### CATEGORY II: Exterior Changes Not Affecting Surrounding Property

This category includes repainting structures in original or authentic (correct for time period of original construction) color(s) and/or restoring to original design or appearance, including minor removals (such as removing porches or enclosures not part of the original structure), additions (such as reconstruction of original porches, railings, or ornamental trim), or essentially similar work not materially affecting surrounding property owners (changing character of neighborhood). This category includes signage.

Public notice is required for this category.

### CATEGORY III: Exterior Changes Affecting Surrounding Property

This category includes construction of new additions which previously never existed, building new or demolishing outbuildings, removing original portion or detailing from a building (such as doors, windows, or ornamental trim that was part of the original structure), demolishing a building over 50 years old, or essentially similar work which materially affects surrounding property owners.

Public notice is required for this category.

## **APPENDIX B: REQUIRED SUPPLEMENTS**

The Historic District Commission and Department of Community Development staff may require the following supplements based on applicability to proposed scope of work:

- An accurate color rendering, photograph, or drawing of each elevation on which changes are proposed, that shows existing appearances and proposed changes;
- A description of the materials to be used and an overall scheme, including without limitation, foundation, walls, trim, windows, doors, any other exterior surface or detail;
- Relevant material samples;
- A color sample of any and all proposed paints to be used on the exterior;
- If the proposed work involves a new construction or a change in footprint, a general site plan including the necessary details as specified by the Department of Community Development or a surveyed property boundary drawing; or
- If the proposed work involves demolition, a structural report from a licensed engineer or architect, an Environmental Assessment report, or multiple contractor estimates for cost of rehabilitation and demolition.