



The applicant agrees that all work performed in conjunction with a Certificate of Appropriateness will be in conformance with the Design Guidelines and *The Secretary of the Interior's Standards/Guidelines* if not otherwise specified and no changes or additions will be made without approval of the Historic Preservation Commission or by granting of a new Certificate of Appropriateness.

Name of Applicant: _____ Date: _____

Applicant's Mailing Address: _____

Telephone Number: _____ Alternate Number: _____

Property Address: _____ Parcel Number: _____

Name of Property: _____

Name of Owner: _____ Telephone #: _____

Name of Architect: _____ Telephone #: _____

Name of Contractor: _____ Telephone #: _____

Type of Work (Check All That Apply)

- Alterations/Additions New Construction
 Demolition Relocation

Submission Requirements Checklist

The application along with all supporting information must be filed at least thirty (30) days prior to the next regularly scheduled meeting of the Clark County Historic Preservation Commission. The Commission meets the second Tuesday of each month at 6:00 pm at the O.O. Howard House located at 750 Anderson Street, Vancouver, Washington.

- Seven (7) Copies of Application.** Submit seven (7) copies of the application and all supporting documentation. Application forms or information sent via facsimile or email will not be accepted.
- Detailed Description of Project.** Attach a detailed and typewritten description of the activity for which you are seeking a Certificate of Appropriateness.
- Drawings, Samples, Site Plans, Etc.** Submit plans, elevations, or other illustrative information necessary to explain the application. Such information would include detailed plans showing both existing and proposed conditions, material samples or product information, description of building materials, landscaping/site plans, photographs, etc. Architectural drawings, construction plans, etc. should be printed on paper no larger than 11"x17".

Refer to the Clark County Historic Preservation Rules & Procedures for Design Review for further instructions on information to be submitted, as well as important notes related to the Certificate of Appropriateness process. Failure to supply adequate documentation or required materials will result in delays in processing the application and/or denial of the request. Revisions made to applications after submittal deadline and prior to the Commission hearing may be considered at the following month's hearing.

I certify by my signature below that the information in this application is accurate and complete. Clark County Historic Preservation staff has permission to copy materials, including architectural drawings, necessary for the review of my Certificate of Appropriateness application. I also acknowledge the fact that it will be necessary for the commission members and/or staff to make site visits at any time before, during, or after the COA application review process, including for enforcement purposes.

Signature of Applicant: _____ Date: _____