

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

CITY OF NEW CASTLE HISTORIC PRESERVATION COMMISSION

INSTRUCTIONS TO APPLICANT

ALL REQUESTED INFORMATION MUST BE COMPLETED ON OR ACCOMPANY THIS APPLICATION. Use N/A if not applicable.

This **application** is hereby made for a Certificate of Appropriateness (COA) as **required** under the stipulations of which requires that *no exterior portion of any structure (including color change, wall, fences, light fixtures, steps, parking lots, or other appurtenant features) utility, or sign shall be erected, altered, restored, moved, or demolished* until an application of a Certificate of Appropriateness has been **submitted and approved** by the New Castle Historic Preservation Commission.

**Note:** This issuance of the Certificate of Appropriateness to the applicant certifies that the project is appropriate for the designated Historic District, it is **NOT** a permit to construct, remodel, or demolish. The applicant is responsible to obtain any and all other necessary permits including a **building permit**.

A. LOCATION OF PROJECT

Address of property where work is to be done:  
\_\_\_\_\_

**For vacant lots or demolition only:**  
Legal Description of Property: (description by lot number, block, and subdivision name)  
\_\_\_\_\_  
\_\_\_\_\_

B. APPLICANT’S INFORMATION

Name:\_\_\_\_\_

Address/City:\_\_\_\_\_

Phone Home:\_\_\_\_\_ Work:\_\_\_\_\_

**Property Interest of applicant:** (Check One)  
OWNER ☐ CONTRACTOR ☐ ARCHITECT ☐ PURCHASER ☐  
Other (please specify) \_\_\_\_\_

C. OWNER OF PROPERTY ( Use N/A if same as applicant)

Name:\_\_\_\_\_

Address/City:\_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work:\_\_\_\_\_

D. CURRENT USE OF PROPERTY

Residential ☐ Single Family ☐ Two Family ☐ Multi-Family ☐

Commercial ☐ Institutional/Educational ☐ Vacant Lot ☐

Other ☐ (please specify)\_\_\_\_\_

Will use or zoning change under the proposed work? YES ☐ NO ☐

If so, please specify: \_\_\_\_\_

E. DESCRIPTION OF WORK TO BE DONE

The proposed work will be for (*check all that apply*):

Primary structure/house ☐ Secondary structure (or garage) ☐

Site ☐ Exterior Work ☐ Fencing/Landscaping ☐

Addition ☐ New Construction ☐ Moving a Structure ☐

Demolition (partial or complete) ☐ Other ☐

Describe the work in detail (**including materials, colors, finished, color chips, samples, etc.**) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use additional sheets as necessary)

**DOCUMENTATION OF PROPOSED WORK MUST ACCOMPANY THIS APPLICATION AT THE TIME OF SUBMISSION. OTHERWISE, A DECISION CANNOT BE MADE IN A TIMELY MANNER.**

TYPE OF DOCUMENTATION (check all that apply):

☐ Contractor’s Specifications

☐ Site Plan

☐ Building Plans/Elevations

☐ Product Literature

☐ Photographs

☐ Samples/Swatches

☐ Other (please specify):\_\_\_\_\_

ESTIMATED COST OF WORK:\_\_\_\_\_

F. THE WORK WILL BE DONE BY:

☐ Owner ☐ Contractor ☐ Other

Name of Contractor:\_\_\_\_\_

Address of Contractor:\_\_\_\_\_

\_\_\_\_\_

Date of Start:\_\_\_\_\_ Date of Completion:\_\_\_\_\_

**NOTE: It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any premised described for any purpose or in any manner prohibited by the Zoning Ordinance, the Historic Preservation Ordinance, or by other ordinances, codes, or regulations by the City of New Castle, Indiana.**

Applicant’s Signature: \_\_\_\_\_ Date \_\_\_\_\_