



INDEPENDENCE HERITAGE COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Case No. _____
Administrative Heritage Comm
(for office use only)

Property Address: _____

AFFIX PROJECT RELATED
PICTURE HERE

**INSTRUCTIONS FOR COMPLETING AND FILING THE
CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION**

Applications may be submitted to the Community Development Department, Historic Preservation Division located at 111 E. Maple at any time between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday. The Heritage Commission will act on the application at the next available meeting. Heritage Commission Meetings are held on the first Tuesday of each month at 6:00 P.M. in the Council Chambers, first floor of City Hall, 111 E. Maple. A completed application accompanied by a \$12 fee is required to process any application that requires Heritage Commission approval. Please make checks payable to: The City of Independence. Please print or type all of the required information to ensure that the application is promptly expedited.

It is strongly recommended that the property owner or authorized agent attend the Heritage Commission Meeting when the COA is reviewed. Please contact city staff if this cannot be arranged. Written correspondence is encouraged if the owner/applicant is unable to attend. A pre-application conference with a member of the Historic Preservation Staff can be arranged to provide further assistance. Staff can be reached at (816) 325-7419 or via e-mail at: wshay@indepmo.org.

**CITY OF INDEPENDENCE HISTORIC PRESERVATION
CERTIFICATE OF APPROPRIATENESS APPLICATION**

If approved, a project must be initiated within six (6) months and completed within 18 months of the COA approval. Please note that COA approval does not constitute Building Department approval and that a permit may be required prior to initiation of the project.

Project Name: _____

Project Address: _____

APPLICANT

Name: _____

Address (city, state, & zip): _____

Phone: (_____) _____

Cell Phone: (_____) _____

Fax:(_____) _____

E-mail : _____

OWNER (If different from applicant)

Name: _____

Address (city, state & zip): _____

Phone: (_____) _____

Cell Phone: (_____) _____

Fax:(_____) _____

E-mail : _____

PROPERTY INFORMATION

Historic District/Site: _____

Existing Use of Property:

- Residential
- Commercial
- Mixed-Use

Proposed Use of Property:

- Residential
- Commercial
- Mixed-Use

PROPOSED WORK

Check all that apply:

- Exterior Alteration (installation/replacement of siding, windows, roofing, fencing, lighting, construction of an addition, walkways, etc.)**
- Landscaping (installation of front yard trees)**
- Signage**
- Demolition**
- New Construction**
- Relocation**
- Special Use**

Description of Proposed Work (attach a separate sheet, if necessary): _____

DOCUMENTATION CHECKLIST IN SUPPORT OF THIS APPLICATION

Check all that apply:

- Photographs (required for all applications)
- Continuation Sheets
- Site Plan/Survey
- Elevations
- Floor Plan
- Samples/Material Specifications
- Color Chips
- Other _____

SIGNATURE OF OWNER(S)/APPLICANT(S)**

The undersigned owner(s) and /or applicant(s) certifies under penalties of perjury that all the statements contained in this application, including any statement attached to the application, submitted herewith are true and correct.

Owner's Signature _____

Owner's Signature _____

Applicant's Signature _____

Applicant's Signature _____

***Only original signatures will be accepted as part of a completed application.*