

Application for Certificate of Appropriateness

City of Kendallville HISTORIC PRESERVATION COMMISSION

Property Address: _____

Historic Guidelines: <https://www.kendallvillein.gov/Documents>

Applicant Name: _____

Owner Name: _____

Mailing Address: _____

Mailing Address: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

Application Requirements

- All exterior changes visible from the public right-of-way (streets/alleys) within the Kendallville Historic District require a Certificate of Appropriateness (COA). Applications must be completed before the Commission can begin the review process. Submit this application form, all supplemental documentation as required, and the application fee.
- Applications are due by close of business on the last Wednesday of each month.

On Line: www.kendallvillein.gov

In Person: 234 S Main Street, Kendallville, IN 46755

By Mail: 234 S Main Street, Kendallville, IN 46755

Please read the following statements. Your signature below acknowledges that you have read the statements and attest to their accuracy:

- I understand that the approval of this application by City Staff or the HPC does not constitute approval of other federal, state, or local permit applications.
- I understand that I or my representative will need to attend the HPC meeting. If no representation is present at the meeting, the application may be deemed incomplete and may be denied.
- I have reviewed the City of Kendallville's "Historic District Guidelines" in preparing this Application.

Signature of Owner/Applicant

Date

- By signing below, I acknowledge that the Owner of the property has given me permission to submit this application and make decisions and representations about the project on their behalf.

Signature of Representative/Applicant

Date

What do you want to do? Detailed project description:

Why do you want to do the project? Is the proposed work needed or what is the goal of the project?

For projects that involve repair of existing materials and elements, or projects that propose to replace existing materials with something different, please provide the following documents to complete the application:

Repair and/or Replace (all project types):

- ☐ Samples, Brochures and/or Links to information, including manufacturer and product name/ number, color, material
- ☐ Photographs of existing with captions (prefer digital photos submitted with application or email)

Additionally, for the following projects include:

New Buildings/Additions (*drawings do not need to be professional, can be sketches*):

- ☐ Floor plan of proposed project, as they relate to fenestration
- ☐ Site plan indicating existing and new locations, dimensions, setbacks
- ☐ Elevation drawings including dimensions and height

Site Work including fences, walls, and landscaping:

- ☐ Site plan with location/dimensions of proposed work

Moving Buildings:

- ☐ Map of existing location
- ☐ Map of proposed location