Additional Guidance for Historic Overlay Review (COA) Applications in Residential Neighborhoods

The Historic Preservation Commission strives to provide a timely review of all Certificate of Appropriateness applications. Incomplete information may result in unnecessary delay, so please submit the following items with the COA application:

1. **List of materials to be used in the project** – Photos or manufacturer’s literature may be helpful, if available
2. **Architect’s elevation drawings** – Desirable for new construction – Otherwise, carefully drawn sketches which adequately convey what the new construction will look like, including dimensions.
3. **Site plan** – Drawing of the footprint of the new construction in relationship to the house footprint, and where it will be located on the lot, including dimensions.
4. **Photos** – One photo of each side of the house

Compatibility – What does it mean for a homeowner in a Historic Overlay District?

The Historic Preservation Commission takes many factors into consideration when reviewing a Certificate of Appropriateness. One important question they ask themselves is this: "Will the new garage or addition be **compatible** with the original structure?"

The following list represents some of the architectural features the HPC will evaluate, so we have provided it to serve as a thought-provoking guide to the homeowner.

- **Roof** – Will the new construction be compatible with the house roofline in terms of style (i.e. gable or hipped) and pitch?
- **Shingles** – Will they match the existing shingles in material and color?
- **Eaves** – Will they be compatible with the house eaves?
- **Soffit and fascia** – Is it possible to duplicate the original (i.e. bead board) or will an alternate material be necessary?
- **Siding** – If lapboard siding is used, will the reveal width match that of the house siding?
- **Windows and trim** – Will the new windows be the same style as the original (i.e. double-hung vs. casement)? Will the window trim be identical, or at least similar to the original?
- **Doors and trim** – Will the new doors and trim be compatible?

A well-planned addition or garage that is sensitive to the historic house will help to preserve or increase its property value. Please feel free to contact Dawn Mayo at 476-4137 if you have questions regarding your Certificate of Appropriateness application.