



---

Kirksville Historic Preservation Commission  
Certificate of Appropriateness

Applicant Information (please type or print legibly)

Property Address \_\_\_\_\_

Applicant Name\* \_\_\_\_\_

*\*If the applicant is not the owner, s/he should be authorized by the owner to commit to changes proposed by the Commission.*

Mailing Address \_\_\_\_\_ Day/Cell Ph # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

=====

Property Owner

\_\_\_\_\_

Mailing Address \_\_\_\_\_ Day/Cell Ph # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

=====

**Project Classification** (check all boxes that apply to your project)

- Conceptual Review:** Discuss with the Commission preliminary design ideas for a project. The Commission will address the appropriateness of the proposal and provide helpful advice.
  - New Construction:** Construction of a new building, additions or garages, sheds, etc.
  - Exterior Building Alteration:** Includes, but is not limited to, all exterior changes to an existing building, windows, doors, roofing, etc.
  - Landscaping:** Removing or adding landscaping or landscape features (walks, patios, fencing, retaining walls, etc.) that will alter the appearance of the property.
  - Signage or Graphics:** Installation of a sign or graphic on a building, or on the site, or directly behind the window or on a window.
  - Demolition:** Removal of any building feature(s) or the razing of any structure(s).
  - Other:**
-

## Work Description (please type or print legibly)

Describe the proposed project in detail, including all changes to the building, site, or lot. Include all features to be removed, altered, or added. Include materials to be used. Attach additional sheets if needed. Consult the historic district's preservation ordinance for Maintenance of Historic Properties and Design Guidelines.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Materials to submit with the application (as needed):

- **Site Plan:** A site plan must be included for new construction, additions, site graphics, demolition, lot splits, fencing, and major landscaping projects. The plan must show property lines, all existing structures and/or landscaping in questions, and their relationship to adjacent structures.
- **Color Photos:** Digital photos only. Include photos of each side of the building, the site to be altered, and/or close-ups of the specific areas to be changed.
- **Drawings:** Plan review drawings, architectural plans, or other. 2 sets to be submitted.
- **Material Samples/Brochures:** Samples or brochures which show and describe the materials to be used (paint chips, doors, windows, etc.).

## Owner/Applicant Signature

I certify that I have read this application and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I, the applicant, have been authorized by the owner to commit to changes proposed by the Commission.

Signature of Owner or Applicant \_\_\_\_\_ Date \_\_\_\_\_

---

## For Kirksville Historic Preservation Commission:

After Review of the above project, this Certificate of Appropriateness is:

**APPROVED. You may obtain a building permit for this work, if needed.**

**APPROVED WITH CONDITIONS:**

---

---

---

**DENIED.** A Building Permit will not be issued for the work. No work is permitted.

- In the event of a denial, you have the right to apply for a Certificate of Economic Hardship or you may file a written appeal with the Board of Adjustment of the City of Kirksville.

Note: A written attachment detailing the reasons for denial must be attached and returned with this form to the applicant.

---

Signature – Officer of Kirksville Historic Preservation Commission      Title      Date

## Fact Sheet and Hints for Assistance:

### **What is a Landmark or Historic Property?**

A designated Landmark or Historic Property is one that is listed with the Kirksville Historic Preservation Commission, individually, or as part of an Historic District.

### **Meetings of the Kirksville Historic Preservation Commission**

The KHPC meets once per quarter, the first Wednesday of January, April, July, and October, unless sooner convened by a Special Meeting. Meetings are at 4:00 pm in the council chambers at City Hall, 201 S. Franklin Street. All meetings are open to the public. Applications to be presented to the commission must be submitted early enough to allow for processing and printing of the agenda.

### **Design Guidelines**

Your application will be reviewed based upon guidelines listed in the city codes for Historic Preservation. Go to [www.kirksvillecity.com](http://www.kirksvillecity.com) and click on Municipal Code.

**Certificate of Appropriateness – When Required.** A Certificate of Appropriateness shall be required before the following actions affecting the significance of any Landmark or any structure within a Historic District may be undertaken:

1. Any construction, alteration, or removals requiring a building permit from the City of Kirksville;
2. Any demolition in whole or in part requiring a demolition permit from the City of Kirksville;
3. Any construction, alteration, demolition, or removal affecting a significant exterior architectural feature or appearance as specified in the ordinance designating the Landmark or Historic District;
4. Any construction, alteration, or removal involving earth disturbing activities that might affect archaeological resources;
5. Any actions to correct a violation of a minimum maintenance standard.

Applications for a Certificate of Appropriateness shall include accompanying plans and specifications affecting the significance of a designated Landmark or of a property within a designated Historic District; and applications for demolition permits shall include plans and specifications for the contemplated use of the property. Applications for building and demolition permits shall be forwarded by the Codes & Planning Director to the Kirksville Historic Preservation Commission within thirty (30) days following receipt of the application. A building or demolition permit shall not be issued until a Certificate of Appropriateness has been issued by the KHPC. Any applicant may request a meeting with the KHPC before the application is reviewed by the KHPC or during the review of the application. Application for review of construction, alteration, demolition, or removal not requiring a building permit for which a Certificate of Appropriateness is required shall be made on a form prepared by the KHPC and available at the Office of the City Clerk. The KHPC shall consider the completed application at its next regular meeting.

**Staff Assistance**

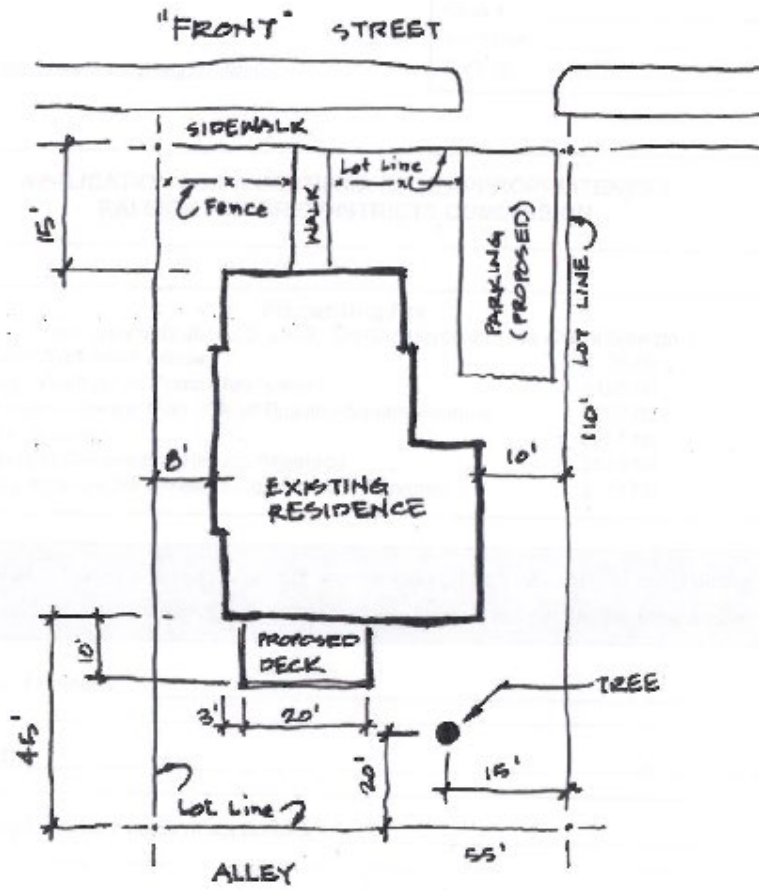
It is suggested that you review your application with the city codes department before submitting to ensure that it is complete, accurate, and that it includes detailed information necessary for the Commission to make their decision. To contact the codes department staff, come to the 2nd floor of City Hall, 201 S. Franklin, or call 660-627-1272, and ask for Reid Yardley.

**Site Visits**

To understand conditions pertaining to your application, as provided by the city code, staff typically will visit your property as part of the review process. Committee members may also visit in cases that involve major work.

**Ordinary Maintenance**

Ordinary Maintenance of any structure, including a Historic Property, does not require a Certificate of Appropriateness to conduct the work. Ordinary Maintenance is defined as: "Any work, for which a building permit is not required by law, where the purpose and effect of such work is to correct any deterioration or decay of or damage to a structure or any part thereof and to restore the same, as nearly as may be practicable, to its condition prior to the occurrence of such deterioration, decay or damage." If you have questions about any work to be done, contact city staff.



Sample  
Site Plan  
for  
103 S. Tenth St.