



**HISTORIC PRESERVATION COMMISSION**

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
FOR MAJOR OR MINOR WORK**

**Applicant:** \_\_\_\_\_  
\*If applicant is not owner, an agent authorization form must be submitted

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**E-911 Address at Project Site:** \_\_\_\_\_

**Parcel ID Number:** 05- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ . \_\_\_\_\_

**Architect:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Historic Designation of Structure or Site:** (Check if structure or site has one or more of the following designations):

- ☐ **Has a Baldwin County Historic Development Commission Historic Marker**
- ☐ **On the National Register of Historic Places,**
- ☐ **On the Alabama Register of Landmarks and Heritage**

**Classification of Work:** Major Work projects in general involve a change in the appearance of a structure or site, and are more substantial in nature than routine maintenance or minor work projects. Such projects typically include new construction, expansion of a building footprint, or significant changes in landscape features. (see "Design Review Guidelines" Appendix for General Guidance)

- ☐ **Minor Work (requires review and approval by three members of the Commission)**
- ☐ **Major Work (requires review and approval by the Commission)**

<b><u>Proposed Work</u></b>	<b><u>Description of Work:</u></b>	<b><u>Estimated Cost</u></b>
<input type="radio"/> <b>New Construction</b>	_____	_____
<input type="radio"/> <b>Repairs/Renovation</b>	_____	_____
<input type="radio"/> <b>Addition to Building(s)</b>	_____	_____
<input type="radio"/> <b>Roofing</b>	_____	_____
<input type="radio"/> <b>Landscaping</b>	_____	_____
<input type="radio"/> <b>Other</b>	_____	_____
<input type="radio"/> <b>Comments</b>	_____	_____

**Required Attachments to Application:**

- **Detailed "Site Plan"** (Scale: 1 inch = 10 feet)
- **Floor Plan of Building(s) with Dimensions** (Scale: ¼ inch = 1 foot)
- **Elevation Views of Building(s)** – Dimensioned drawings for "New Construction" and "Addition to Building(s)" (Scale: ¼ inch = 1 foot)
- **Photographs for Addition to Building(s), Repairs/Renovations**
- **Samples or brochures of materials for proposed "New Construction", "Repairs/Renovation" and "Additions"**

**MATERIALS LIST FOR PROJECT**

Feature	Material or Feature	Color
Roof Style (hip, gable, ...)		-----
Roof Materials		
Siding		
Trim		
Windows		-----
Shutters		
Doors		
Porches		
Fence		

**Certification of Applicant:**

I hereby certify that I have read this application and know the same to be true and correct. I understand that consideration of this application is based on the correctness of the information I have supplied and that any permit(s) granted may be revoked upon finding by the Magnolia Springs Historic Preservation Commission that any relevant information supplied on or with application is substantially incorrect. I further understand that only complete applications including all required exhibits are considered by the Commission and must be received by the Town Clerk.

It is my understanding that a Certificate of Appropriateness shall become void unless construction is commenced within six (6) months of date of issuance. Certificates of appropriateness shall be issued for a period of eighteen (18) months and are renewable.

I further agree that the Magnolia Springs Historic Preservation Commission may designate one of its members who shall be allowed to enter my property at all reasonable times to inspect the work done according to this Certificate of Appropriateness to ensure compliance therewith.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMMISSION ACTION:**

**Date Application Reviewed:** \_\_\_\_\_

☐ **Approved** **Date:** \_\_\_\_\_

☐ **Approved with Conditions:** \_\_\_\_\_

\_\_\_\_\_  
**Date:** \_\_\_\_\_

☐ **Deferred for Consideration:** \_\_\_\_\_

\_\_\_\_\_  
**Date:** \_\_\_\_\_

☐ **Denied** **Date:** \_\_\_\_\_ (Applicant will be furnished document detailing reason(s) for denial)

**Chairman:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments by Commission:** \_\_\_\_\_