



**CITY OF NEWBERRY
PLANNING AND ZONING DEPARTMENT
CERTIFICATE OF APPROPRIATENESS
PETITION**

Name of Applicant(s): _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Name of Applicant's Agent (if applicable): _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

A request for a certificate of appropriateness in conformity with the Land Development Regulations to alter a historic structure as follows: _____
on the property described below, and in conformity with the plan dated _____.

LOCATION AND USE

Legal Description:

Total acreage of land to be considered under this petition: _____

Future Land Use Plan Map Category: _____

Zoning District: _____

Applicant Name: _____

A previous petition for a certificate of appropriateness:

_____ was made with respect to these premises, Petition No.

_____ was not made with respect to these premises.

I hereby certify that all of the above statements and the statements contained in any documents or plans submitted herewith are true and correct to the best of my knowledge and belief.

If title holder(s) are represented by an agent, a letter of such designation from the title holder(s) addressed to the Land Development Regulation Administrator must be attached.

Applicant/Agent Name (Type or Print Name)

Applicant/Agent Signature

Date

FOR OFFICE USE ONLY

Date Filed: _____

CA Petition No. _____

Fee Amount: _____

Receipt No.: _____

Date of Historic Architectural Review Board Meeting _____

Date Notice published: _____

Newspaper: _____

NOTICE TO APPLICANTS FOR
CERTIFICATE OF APPROPRIATENESS PETITION

Application Procedure for Certificate of Appropriateness. Each application for a Certificate of Appropriateness shall be accompanied by the required fee. The Land Development Regulation Administrator shall forward to the Agency each application for a permit that would authorize an alteration, new construction, demolition or relocation affecting a designated landmark or a designated landmark site. The applicant shall complete an application form provided by the Land Development Regulation Administrator containing in part the following information:

1. Drawings of the proposed work;
2. Photographs of the existing building or structure and adjacent properties; and
3. Information about the building materials to be used.

Public Hearings for Certificates of Appropriateness. The Agency shall hold a public hearing on each Certificate of Appropriateness on a completed application in accordance with the public hearing procedures forth in Article 13 of these land development regulations. The Agency shall approve, approve with conditions, or disapprove each application, based on the criteria contained in this section.

In approving or denying applications for Certificates of Appropriateness for alterations, new construction, demolition, or relocation, the Agency shall use the following general guidelines: (1) The effect of the proposed work on the landmark or the property upon which such work is to be done; (2) The relationship between such work and other structures on the landmark site or other property in the historic district; (3) The extent to which the historic, architectural, or archeological significance, architectural style, design, arrangement, texture, materials, and color of the landmark or the property will be affected; (4) Whether the denial of a Certificate of Appropriateness would deprive the property owner of reasonable beneficial use of his or her property; and (5) Whether the plans may be reasonably carried out by the applicant.