

Certificate of Appropriateness Submittal Checklist
Midway Historic Preservation Committee

The documentation listed below must be submitted with the application for a Certificate of Appropriateness. Incomplete applications will not be accepted or reviewed by the Historic Preservation Committee. Please refer to the Historic Preservation Chapter of Title 2 of the Midway City Code.

Please check the related categories.

All Work

_____ Photographs of house and existing conditions from all relevant sides

Remodeling and Additions

_____ Elevation and plan drawings to scale (see note 1) indicating proposed alternations or additions, clearly indicating the existing building and what is proposed and including the relationship to adjacent structures (see Note 2).

_____ Exterior material description (see Note 3)

_____ Site plan showing: 1) dimensions of lot, 2) location and dimensions of existing building, 3) location and dimensions of addition, and 4) location of all exterior, ground and roof mounted equipment.

_____ Color samples and their placement on the structure.

_____ Historic plans, elevations or photographs if the request is to return a structure to an earlier historic appearance.

Painting, Stucco, Repointing

_____ Color photographs of all affected areas involved, including all surrounding structures on property.

_____ Samples of colors and/or materials to be used.

Fences and Landscaping

_____ Site plan showing location of fences and landscaping.

_____ Dimensioned elevation and section to scale (see Note 1), showing design of fence, material (see Note 3), and height in relationship to adjacent structures (see Note 2).

_____ Dimensioned landscape plan showing location of landscaping and plant materials to be used.

_____ Photograph of the area to be fenced or landscaped.

Relocation

_____ Photograph of structure on current site.

_____ Reason for request to move building.

_____ Dimensioned site plan to scale (see Note 1) showing proposed building on new site and adjacent building(s) to scale (see Note 2).

_____ Elevation showing height and width relationship of structure on new site to adjacent properties and those across the street.

_____ Color photographs of structures within vicinity of new site.

New Construction

_____ Dimensioned site plan to scale (see Note 1) showing proposed building on site and adjacent buildings (see Note 2). Include parking areas and any roof or ground mounted equipment.

_____ Elevation showing height and width relationship to existing buildings (see Note 2).

_____ Color photographs of proposed site and structures within vicinity of new building(s).

_____ Colors, materials (see Note #), and all significant detail clearly indicated.

General Notes:

Note 1: Minimum scale of $1/8'' = 1'0''$ on all plans and elevations. Section details of new cornices, columns, railing or any other distinctive details are required at $1/2'' = 1'$.

Note 2: When required to show the relationship to adjacent structures and structure is on a corner, "adjacent" means across the street.

Note 3: When material descriptions are required, materials to be used must be designated on the elevation drawings.