



CERTIFICATE OF APPROPRIATENESS APPLICATION
City of Starkville Historic Preservation Commission (SHPC)
City Hall, 101 E. Lampkin Street
Starkville, Mississippi 39759-2944
Phone: (662) 323-8012 Fax: (662) 323-4143
e-mail: buildingdept@cityofstarkville.org

APPLICATION REQUIREMENTS

A pre-application conference with the Planning Office staff prior to submittal of a Certificate of Appropriateness (COA) application **is highly recommended.**

All applications must be complete and include the required supporting materials listed below. **Ten (10) collated copies of the application and all supporting materials** must be submitted to the Planning Office at City Hall for review.

Incomplete COA applications will not be forwarded to the Starkville Historic Preservation Commission (SHPC) for consideration.

REQUIRED SUPPORTING MATERIALS

New Construction or Substantial Rehabilitation

- Description of design and materials
- Site plan (new buildings and additions only)
- Architectural elevations
- Comprehensive photographs
- Documentation of earlier historic appearance (rehabilitation only)

Minor Exterior Changes

- Description of design and materials
- Photographs of existing building

Outbuildings, Fences, and Walls

- Description of design and materials
- Site plan
- Architectural elevations
- Site photographs

Demolition or Relocation

- Photographs of existing building(s)
- Reasons for demolishing or relocating to be included in the narrative description

NOTE: Relocation and Demolition both require a permit from the Building Dept. Please contact the Building Dept or go to www.cityofstarkville.org.

CONTACT INFORMATION

Applicant _____

NOTE: If the applicant is not the property owner, an Owner Authorization must be executed, notarized, and returned with the application materials.

Address _____

City, State ZIP _____

Daytime Phone _____

E-mail Address _____

PROPERTY AND PROJECT INFORMATION

Project Address _____

Property Owner _____

Tax or Parcel Number _____

(available at www.tscmaps.com or at the Oktibbeha County Land Records Office)

TYPE OF PROJECT

Check all that apply:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> New Construction (freestanding or addition) | |
| <input type="checkbox"/> Substantial Rehabilitation | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Minor Exterior Changes | <input type="checkbox"/> Relocation |

PROJECT AND MATERIALS DESCRIPTION

Check all proposed work specifications that apply:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Exterior Siding/Finishes/Masonry | <input type="checkbox"/> Roofs |
| <input type="checkbox"/> Windows and Dormers | <input type="checkbox"/> Chimneys |
| <input type="checkbox"/> Porches/Decks/Balconies | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Exterior Doors | <input type="checkbox"/> Foundations |
| <input type="checkbox"/> Walls and Fences | <input type="checkbox"/> Outbuildings |



Using the Standards for Starkville's Historic Districts

The Standards for Starkville's Historic Districts address the most commonly proposed changes. The Starkville Historic Preservation Commission (SHPC) uses the Standards when reviewing applications for COAs. **Please refer to the Standards prior to submitting an application.** The Standards, along with other useful links, are available on the City website at www.cityofstarkville.org.

Application Deadlines

Applications and support materials must be submitted at least thirty (30) days prior to the regular meeting of the SHPC. The SHPC meets on the fourth Tuesday of each month at 5:30 PM in the City of Starkville Courtroom. A meeting and submittal schedule is available for reference at www.cityofstarkville.org.

Application Representation

The applicant or an authorized representative of the applicant **must** attend the public SHPC meeting to present the application.

Building Permit Requirements

In addition to a COA Application, most proposals will require a building permit from the Building Department at City Hall. Building permits will not be issued without proof of a COA. After application approval, the COA is valid for six (6) months. The COA expires if construction does not begin within six (6) months of approval by the SHPC.

The SHPC must review and approve any modifications or amendments to the approved plans prior to the beginning of work.

All work must be completed as presented to and approved by the SHPC.

IN THE SPACE BELOW OR ON ADDITIONAL SHEETS, PROVIDE A NARRATIVE DESCRIPTION OF THE PROPOSED PROJECT. DIVIDE THE NARRATIVE INTO THE "PROJECT AND MATERIALS DESCRIPTION" SECTIONS CHECKED ON PAGE 1.

Certificate of Appropriateness NOT required for this application

Signed _____ Date _____

AUTHORIZATION

I acknowledge that the above application refers to construction and alterations to be undertaken at this time. I understand that the work described here must begin within six (6) months of issuance of the COA and that **alterations not addressed in this document will require an additional application.** I understand that this application will become part of the Public Record of the City of Starkville and hereby certify that all information contained herein is accurate to the best of my knowledge.

Signature: _____ Printed Name: _____ Date: _____

STATE OF MISSISSIPPI
COUNTY OF OKTIBBEHA



AUTHORIZATION

I, _____, am the owner of the real property located at _____, Parcel Number _____. I hereby authorize _____ to submit a Certificate of Appropriateness application to the City of Starkville's Building Codes & Planning Department for a public hearing before the Starkville Historic Preservation Commission.

Given under my hand and official seal, this the _____ day of _____, 20_____.

Owner: _____ Date: _____

Date: _____ Notary: _____

(SEAL)

My Commission Expires: