

# CITY OF LANCASTER HERITAGE CONSERVATION DISTRICT

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

### PROPOSED CONSTRUCTION

City of Lancaster File No. \_\_\_\_\_ Date of Application \_\_\_\_\_

**PLEASE TYPE OR PRINT LEGIBLY (Indicate N/A where not applicable.)**

1. Owner's Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
\_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

2. Applicant's Name (if other than owner): \_\_\_\_\_  
Relationship to Owner: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
\_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

3. Proposed Construction  
Street Address: \_\_\_\_\_  
Tax parcel number: \_\_\_\_\_  
Current use of lot: \_\_\_\_\_  
Proposed Construction: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Institutional \_\_\_\_\_  
Industrial \_\_\_\_\_ Other (Describe) \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Target Date for Completion: \_\_\_\_\_

4. Name of Builder/Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

5. Required Accompanying Documentation – Checklist

- \_\_\_\_\_ a. Color photographs of the location where proposed construction is to occur, including the streetscape adjacent to and directly across the public street from the site.
- \_\_\_\_\_ b. Scaled site plans and floor plans of proposed new construction.
- \_\_\_\_\_ c. Scaled, dimensioned drawings of all elevations visible from a public street (excludes alleys) with drawing notes indicating conformity with the design standards contained in City of Lancaster Ordinance No. 6-1999 and attached hereto.
- \_\_\_\_\_ d. Typed or printed narrative, not exceeding two pages, explaining any deviations from the design standards. (Include financial feasibility and a minimum of two current, fair market value cost estimates of alternatives, if appropriate.)
- \_\_\_\_\_ e. Any additional information applicant wishes to submit.

6. Signature of Applicant: \_\_\_\_\_

Signature of Building Official: \_\_\_\_\_

**NOTE:** If construction is proposed as part of a development plan, a building permit for the proposed construction shall not be issued by the Building Official prior to, and where applicable, the following: (a) issuance of any necessary zoning approvals, and (b) recording of an approved subdivision or land development plan.

**Please call the City Historic Preservation Specialist at 291-4726 if you have any questions.**

**OFFICIAL USE ONLY—PROPOSED CONSTRUCTION**

Date of site visit: \_\_\_\_\_

Neighboring Property Descriptions

Historical Functions:

Types:

Current Functions:

Prevalent Architectural Styles:

Exterior Materials:

Height/Stories: \_\_\_\_\_ Widths: \_\_\_\_\_ Setbacks: \_\_\_\_\_ Roof styles: \_\_\_\_\_

Orientation of Lot: \_\_\_\_\_ Window types: \_\_\_\_\_

Bays: \_\_\_\_\_ Fenestration Patterns: \_\_\_\_\_

Significant Architectural Features: \_\_\_\_\_

Proposed Structure

Function: \_\_\_\_\_ Type: \_\_\_\_\_

Architectural Style: \_\_\_\_\_

Exterior Materials: \_\_\_\_\_

Height/Stories: \_\_\_\_\_ Width: \_\_\_\_\_ Setback: \_\_\_\_\_ Roof style: \_\_\_\_\_

Orientation of Lot: \_\_\_\_\_ Window types: \_\_\_\_\_

Bays: \_\_\_\_\_ Fenestration Patterns: \_\_\_\_\_

Significant Architectural Features: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

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