

## OPELIKA HISTORIC PRESERVATION COMMISSION APPLICATION FOR CERTIFICATE OF APPROPRIATENESS Application Instructions

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All repairs, alterations, and additions to existing buildings and proposals for new construction must be submitted to the Opelika Historic Preservation Commission (HPC) in order to obtain a Certificate of Appropriateness before the City of Opelika can issue a building permit. Work must be started within 6 months after approval; and the Certificate of Appropriateness expires after 18 months unless renewed.

The City of Opelika Planning Department will provide assistance with the preparation of an application to the HPC and additional information concerning the process.

The deadline for application to the HPC is two weeks prior to any scheduled meeting. The HPC meets the second Thursday of each month. Applications should be submitted to the HPC office, located at the City of Opelika Planning Department, 700 Fox Trail, 705-5156. There is a fee for the application. ***Failure to apply for a certificate of appropriateness shall warrant the applicant to be fined by doubling the application fee.***

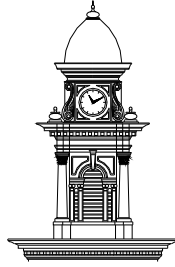
The Opelika Design Review Handbook **shall** be used for preparation of your application; along with the Secretary of the Interior's Standards for Rehabilitation, which are in the handbook as Appendix A. **Proposed work shall comply with the intent of these documents.** Copies are available at the Planning Department.

### Specific Requirements for Presentation

For the HPC to render an informed decision, applicants shall submit the following materials. "Drawings" is intended to mean illustrations drawn to a standard architectural scale, such as 1/4" equals 1 foot. (Site plans, if applicable, should be drawn to a standard engineer's scale.)

### **For New Construction, Additions, or for Extensive Renovation or Repair to Existing Structures**

1. Ten (10) sets of plans and renderings which shall include:
  - a. A site plan drawing approved by Planning Department and Engineering Department staff illustrating the addition with dimensions, required setback lines, landscaping, and other site facilities;
  - b. An overall floor plan drawing with dimensions; **any items for consideration shall be noted with on drawings with a call-out, cross section or detail with descriptive text.**
  - c. A drawing of all exterior elevations;
  - d. **A complete list of all materials to be used on the exterior (i.e. walls, trim, cornice, windows, etc.) including materials, installation specifications, locations, composition, texture, profile, colors, etc is required;**
  - e. **A complete list of any decorative architectural details to be altered, added or removed (i.e. columns, balustrades, modillions, etc.), provide location;**
  - f. Photographs of the site and surrounding buildings may be required.
  - g. **Any items not specifically enumerated on this application may require removal and/or corrective action at the petitioner's expense.**



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### **For Minor Renovation Or Repair To Existing Buildings**

1. For work which entails changes to the exterior of the existing building, drawings (plans and elevations) and photographs of the area of the building to be renovated.
2. For work that does *not* entail changes to the exterior, a written description of the work to be performed.

### **For Painting**

**Painting of unpainted brick requires a Certificate of Appropriateness.** Re-painting is not governed by these guidelines; however, the commission is pleased to offer suggestions. Palettes are available at local paint centers as well as at the Opelika Main Street Office (745-0466) or the City of Opelika Planning Department (705-5156). Period color schemes are encouraged and include: Main body; trim or decorative features; accent areas such as lattice, shutters, porch deck, etc.

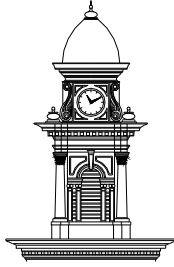
### **For Signs**

1. Drawings of the proposed sign illustrating overall size with dimensions, material of signboard and supports, type of lettering and color scheme, and proposed lighting, if any;
2. A site plan drawing of the property illustrating the proposed sign location with dimensions;
3. A completed City of Opelika "Sign Application"

**Note:** Signs within the Historic Districts are limited to **a maximum of 64 sq. ft.** (per street frontage) although the size of signs may be limited further by the Historic Preservation Commission.

### **For Demolition Of An Existing Building**

1. Current photographs of the building;
2. Drawings and descriptive material of the proposed new use or facility for the site.



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HPC Meeting Date: \_\_\_\_\_

*Submission Deadline is two weeks prior to meeting date*

Building Address: \_\_\_\_\_

Project Summary: \_\_\_\_\_

*(example: Replace Window, Build Addition, etc)*

Name of Designated Historic District: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Architect/Engineer:** \_\_\_\_\_

**Note: If working on a commercial property or the property is located in a flood hazard zone, applicant must have an architect.**

Address: \_\_\_\_\_

City: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Telephone: \_\_\_\_\_

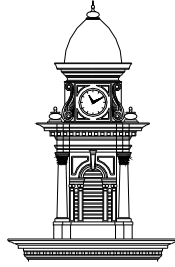
Class of Work Proposed:

**If work was started prior to submission of this application, the application fees are doubled.**

- \_\_\_\_\_ A. \$50.00 Fee for New construction, additions, major renovation and repairs.  
Preliminary Approval \_\_\_\_\_, Final Approval \_\_\_\_\_ (no fee for final)
- \_\_\_\_\_ B. \$10.00 Fee for Minor renovations, alterations, or repairs
- \_\_\_\_\_ C. Signs (no application fee charged for sign approval)
- \_\_\_\_\_ D. \$10.00 Fee for Site work for pools, decks, and accessory structures
- \_\_\_\_\_ E. \$50.00 Fee for Demolition or relocation

\* Make checks payable to: City of Opelika.

**Estimated Total Contract Cost:** \_\_\_\_\_



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I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with the city ordinance regulating all building, sign, and demolition permits within designated historic districts **including the Design Review Guidelines adopted by the Opelika Historic Preservation Commission as provided in the Historic Preservation Ordinance. I have read a copy of the Design Review Guidelines and have obtained a copy for my use and reference either in person or through the City's website at <http://www.opelika.org/Default.asp?ID=813>.**

The applicant authorizes the City to inspect the subject property as necessary in reviewing the above referenced request. A Certificate of Appropriateness is valid for 18 months, unless renewed, however work must be started within 6 months. All work performed pursuant to an issued Certificate of Appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, the Commission shall issue a **Cease and Desist Orders and all work shall cease.**

The City Council or the Commission with the consent of the City Council shall be authorized to institute an appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in the exterior appearance of a building or structure which is either a historic structure or is located in a historic district, except those changes made in compliance with the provisions of this ordinance or to prevent any illegal act or conduct with respect to such historic property or historic district.

Issuance of a Certificate of Appropriateness from the Opelika Historic Commission does not indicate approval or suitability for use of the building for the operation of a business. A Business License Verification form will need to be completed prior to issuance of Certificate of Occupancy and Business License. See the Planning Department for more information.

**Note: If a federal tax credit will be used, the Alabama Historical Preservation Commission will need to review the plans. Approval granted by the Opelika Historic Preservation Commission does not imply approval by the Alabama Historical Preservation Commission.**

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