Certificate of Appropriateness Flow Chart

Applicant

Applicant personally gathers all necessary information for project. This may include measurements, maps, pictures, materials, colors.

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Applicant heads to Community Development (240 Main Street) to fill out application form.

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Applicant completes and submits application with all pertinent and appropriate documentation.

Community Development

Community Development reviews application. Returns to applicant if further documentation is required.

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Community Development places application on Landmarks Commission agenda for next meeting (2nd Wed. of the month).

* A special meeting may be called if absolutely necessary

Landmarks Commission

Review by Landmarks Commission. applicant or designated party needs to be present for view.

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Landmarks Commission approves or disapproves application.

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Upon approval of application, a Certificate of Approval will be issued and project may commence.