**PRESENTATION OF CHANGES FOR THE**

**HISTORIC DISTRICT REVIEW BOARD**

The following are the rules and procedures for presenting petitions to the Historic Review Board. All the following requirements must be met in order to submit a complete application.

**NO INCOMPLETE APPLICATIONS WILL BE INCLUDED ON THE AGENDA.** This applicationwill beconsidered filed when it is first submitted at a regularly scheduled meeting. In order to build, change or modify land, property or structures in this district **you must first obtain an official application form** From the City inspector’s Office in City Hall. Then **BEFORE THE THURSDAY PRECEEDING THE NEXT** REGULARLY SCHEDULED REVIEW BOARD MEETING:

* Deliver to the City Inspector’s Office **5 copies of** the completed application.
* Pay the **$50.00 filing fee** and retain your receipt. Make all checks to: **City of Vincennes**.

**ON THE DAY OF THE REVIEW BOARD MEETING:**

Be present to represent your application!!! You or your representative must be present to explain your proposed project and answer questions. Applications lacking representation will not be considered.

**BRING WITH YOU TO THE MEETING:**

**IF YOU FAIL TO BRING ANY OF THE REQUIRED MATERIALS TO THE MEETING YOUR APPLICATION CAN BE TABLED TIL THE NEXT REGULAR MONTHLY MEETING!!**

* **Drawings** of your proposed project. The drawings may be simple but must include elevations as well as floor plans.
* **Photographs** of the existing site and or structure and the areas to which the changes will occur.
* **Samples** of the materials which you intend to use in the project. (Especially samples of siding, shingles, paint color chips)
* **Brochures or photos** of products you intend to use in the project which are impractical to bring to the meeting room. (ie.doors, replacement windows, pillars, railings, etc.)

**THE VINCENNES HISTORIC REVIEW BOARD MEETS THE FIRST TUESDAY OF EACH MONTH AT 5:30 P.M. IN CITY HALL. DURING THE MONTHS OF MAY THROUGH AUGUST THE HRB WILL ALSO MEET ON THE THIRD TUESDAY OF THE MONTH IF NEEDED.**

**VINCENNES HISTORIC REVIEW BOARD**

### VINCENNES CITY HALL

**205 VIGO STREET**

#### APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

This application must be in the City Inspector’s office prior to the Thursday before the meeting of the HRB in order to be eligible for consideration at that meeting. This application will be considered filed when it is submitted at a regularly scheduled meeting.

# Name of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Owner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone Numbers: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Property Where Work is to be Done:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Use:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Use:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For new construction submit plans and specifications.

If you intend to make any changes in the following items mark yes or no. If yes, please give detailed written description below; include available materials, pictures, drawings, paint samples, etc.

## YES NO

## **\_\_\_\_\_\_\_\_\_\_\_\_** Roof and/or guttering and downspouts

## **\_\_\_\_\_\_\_\_\_\_\_\_** Fencing

## **\_\_\_\_\_\_\_\_\_\_\_\_** Outdoor Light Fixtures

## **\_\_\_\_\_\_\_\_\_\_\_\_** Windows and Doors

## 

## YES NO

## **\_\_\_\_\_\_\_\_\_\_\_\_** Porches

## **\_\_\_\_\_\_\_\_\_\_\_\_** Outbuilding(s)

## **\_\_\_\_\_\_\_\_\_\_\_\_** Walks and/or Driveways

## **\_\_\_\_\_\_\_\_\_\_\_\_** Trees and Bushes

## **\_\_\_\_\_\_\_\_\_\_\_\_** Siding

## **\_\_\_\_\_\_\_\_\_\_\_\_** Removal or demolition of existing building(s)

## **\_\_\_\_\_\_\_\_\_\_\_\_** Additions to existing building(s)

## **\_\_\_\_\_\_\_\_\_\_\_\_** Business signage

Do you have a contractor? If so, please supply his name, address, and phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate cost of work to be done:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work to be done:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The applicant agrees to a thirty day extension of this application should the HRB deem it necessary.

Signature of Applicant

Date