



CERTIFICATE OF APPROPRIATENESS APPLICATION
CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Property Address/Location			
Applicant		Property Owner of Record (if other than Applicant)	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email	Telephone	Email
Name of Local Historic District or Landmark		<i>(Attach additional owners information if necessary)</i>	

Provide a brief description of proposed work

ADDITIONAL ITEMS REQUIRED

In addition to this application, the following items must be submitted *(City staff may require additional items, depending on the nature of the request)*:

- One (1) set of plans/drawings which illustrate the proposed changes to the exterior of the property and/or illustrations of changes to any significant architectural features specified in the ordinance designating the Local Historic District or Landmark. A site plan is required for any application involving a new structure, relocated structure, or addition to an existing structure. The site plan shall be drawn to an appropriate scale, and contain all information necessary to understand the proposed work. Plans shall be on 8 ½" x 11" or 11" x 17" size sheets.
- One (1) set of color/material samples. Manufacturer's brochures may be substituted, at the discretion of City staff.
- One (1) set of current photos of the property

DEMOLITION REQUESTS ONLY: Reason for demolition request Proposed land use after demolition

CERTIFICATION

I certify that I am the Property Owner of Record or an Agent authorized by the Property Owner to file this application on their behalf. I understand and acknowledge that a Certificate of Appropriateness is not a permit to begin work. If a Certificate of Appropriateness is issued for my project, I will obtain all required licenses and permits prior to commencing work.

Applicant Signature

Date

OFFICE USE ONLY

Date Received _____ By _____ File Number _____

Level of Review Historic Preservation Commission City Staff

Action APPROVED AS SUBMITTED APPROVED WITH CONDITIONS DENIED

Date of Action _____

**CITY OF CAPE GIRARDEAU
CERTIFICATE OF APPROPRIATENESS APPLICATION
INFORMATION SHEET**

A Certificate of Appropriateness is required before one (1) or more of the following actions, affecting any Local Historic District or Landmark property, may be undertaken:

- a) Any construction, repair, alteration, or removal affecting an exterior architectural feature or features (excludes ordinary maintenance or repairs that do not change the appearance of a structure or feature, such as minor replacement of siding using materials/finishes that match existing);
- b) Demolition in whole or in part of any structure; or
- c) Signs – permanent and temporary (certain signs are exempt; check with City staff).

For applications requiring a review by the Historic Preservation Commission, the application deadline is three (3) weeks prior to the meeting date. The Commission meets on the third Wednesday of each month. Applications may be submitted in person or shipped to: City of Cape Girardeau, Development Services Department, 401 Independence Street, Cape Girardeau, MO 63703. There is no fee.

City staff will review each application for completeness. If additional information is needed, the applicant will be contacted. Applications deemed incomplete will not be reviewed until the requested information is provided.

For requests reviewed by the Historic Preservation Commission, the applicant, property owner(s), or their representative is expected to appear at the meeting and present the request to the Commission. If no one appears, the Commission may table the request.

If the request is approved, the Certificate of Appropriateness will be issued and a copy mailed to the applicant. The Certificate will include any conditions imposed as part of the approval. Per City Code, a Certificate of Appropriateness becomes null and void if required permits are not obtained within one hundred eighty (180) days from the approval date, or work is suspended for a period exceeding one hundred eighty (180) days.

If the request is denied, the applicant may, within thirty (30) days of the decision date, file an appeal with the Development Services Department. The letter must state how, in the opinion of the applicant, the Historic Preservation Commission (or City staff) erred in its judgment by denying the request. Appeal of a denial by the Historic Preservation Commission is reviewed by the Planning and Zoning Commission. If the Planning and Zoning Commission does not overturn the decision of the Historic Preservation Commission within sixty (60) days of the date the appeal is filed, the appeal is deemed to have been denied. Appeal of a denial by City staff is reviewed by the Historic Preservation Commission. The decision of the Historic Preservation Commission to uphold or overturn an appeal of a staff denial cannot be further appealed to the Planning and Zoning Commission.

For questions, please contact the Development Services Department at (573) 339-6327.