

Certificate of Appropriateness Fact Sheet

- A Certificate of Appropriateness (COA) is a certification by the City that the work for which the COA is issued complies with the approval criteria and design guidelines in the Zoning Ordinance, and is appropriate for the Local Historic District or Landmark property. It is not a permit. The property owner is responsible for contacting the Inspection Services Division (573-339-6327) to determine if a permit is required in addition to a COA.
- A COA is required for any of the following projects:
 - New buildings (houses, garages, sheds, etc.)
 - Building additions
 - New accessory structures (fences, retaining walls, permanent swimming pools and play structures, etc.)
 - Demolition of a building or structure
 - Alteration of a building or structure that changes the exterior appearance (exterior wall coverings, roofs, windows, doors, architectural details, fascias, soffits, gutters and downspouts, awnings and canopies, decks, etc.)
 - Signs, permanent and temporary
- A COA is not required for ordinary maintenance or repairs that do not change the appearance of a building or structure, such as minor replacement of siding using materials/finishes that match existing. Depending on the scope of work, however, a permit may be required.
- The COA application is available on the City's website at www.cityofcapegirardeau.org. The application contains a checklist of required items.
- The COA process is administered by the Planning Services Division (573-339-6327). Applicants are advised to contact Planning staff prior to submitting a COA application.
- Once a COA application is received, Planning staff checks it for completeness and, where required, adds it to the Historic Preservation Commission agenda. The Commission meets on the third Wednesday of each month. The applicant or their representative is expected to attend the meeting.
- If the COA is approved, Planning staff prepares the certificate and mails it to the applicant along with a cover letter.
- If the COA is denied, the applicant may appeal to the Planning and Zoning Commission.

