



CERTIFICATE OF APPROPRIATENESS APPLICATION  
**CITY of CAPE GIRARDEAU**

COMMUNITY DEVELOPMENT DEPARTMENT, 44 NORTH LORIMIER STREET, CAPE GIRARDEAU, MO 63701 (573) 339-6327

<b>Property Address</b>		<b>Location:</b> <input type="checkbox"/> Local Historic District (Name) _____ <input type="checkbox"/> Local Historic Landmark (Name) _____ <input type="checkbox"/> Central Business District	
<b>Applicant</b>		<b>Property Owner of Record</b> <input type="checkbox"/> Same as Applicant	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email	Telephone	Email
Contact Person (if Applicant is a Business or Organization)		(Attach additional owners information, if necessary)	

**Description of proposed work**

**DEMOLITION REQUESTS ONLY** (Reason for demolition request and proposed use of property after demolition)

**ADDITIONAL ITEMS  
REQUIRED**

In addition to this completed application form, the following items must be submitted (*City staff may require additional items, depending on the proposed work*):

- \_\_\_ One (1) set of photos of the building and/or site in its current condition
- \_\_\_ One (1) set of drawings, renderings, color and/or paint samples, material samples, sales brochures, cut sheets, photos, and/or other items that convey the appearance of the proposed new building, building alteration or addition, etc.

**CERTIFICATION**

I hereby certify that I am the Property Owner of Record or an Agent authorized by the Property Owner of Record to file this application on their behalf. I understand and acknowledge that this application is only for design approval and that the proposed work may require licenses and permits in addition to this approval. I will ensure that all required licenses and permits are obtained prior to commencing the proposed work.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Date Received \_\_\_\_\_ By \_\_\_\_\_ File Number \_\_\_\_\_  
Level of Review \_\_\_\_\_ Historic Preservation Commission \_\_\_\_\_ City Staff \_\_\_\_\_ MUNIS Appl. # \_\_\_\_\_ Permit # \_\_\_\_\_  
Action Taken \_\_\_\_\_ APPROVED AS SUBMITTED \_\_\_\_\_ APPROVED WITH CONDITIONS \_\_\_\_\_ DENIED  
Date of Action \_\_\_\_\_

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**INSTRUCTIONS**

Local Historic District and Local Historic Landmark properties have a special overlay zoning (H, Historic Overlay District) in addition to the base zoning. These properties are required to comply with certain design standards that are intended to protect the unique character of the district or landmark. Any project involving a new building, an exterior alteration or addition to an existing building, demolition of a building (in whole or in part), or other exterior change on a Local Historic District and Local Historic Landmark property requires a Certificate of Appropriateness prior to commencing work. A Certificate of Appropriateness is also required for properties zoned CBD (Central Business District) if the project involves any of the following:

- Demolition in whole or in part of any building;
- Painting of an unpainted surface on the exterior of any building, excluding new construction;
- Painting of an exterior wall and the roof, trim, or architectural details attached thereto or contained therein, in the same color, unless such condition already exists; or
- Addition or alteration of a mural on the exterior of any building. The term "mural" means any sign or piece of graphic artwork that is painted or applied directly to a wall, roof, or other portion of a building.

In general, Certificate of Appropriateness applications are reviewed 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 via email to [cityplanning@cityofcape.org](mailto:cityplanning@cityofcape.org) or delivered to: City of Cape Girardeau, Planning Services Division, 44 North Lorimier Street, Cape Girardeau, MO 63701. There is no fee.

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

The applicant, property owner(s), or their representative must appear at the Historic Preservation Commission meeting to present the request. If no one appears, then the Commission may table (postpone) taking action on the request.

If the request is approved, then a 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 the 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, then the applicant may, within thirty (30) days of the decision date, file an appeal with the Planning Services Division. 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, then 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 Planning Services Division at (573) 339-6327 or [cityplanning@cityofcape.org](mailto:cityplanning@cityofcape.org).