# Certificate of Appropriate Submission Materials

# COA REVIEW TERMINOLOGY:

**Addition:** increase existing building or structure by building outside of existing walls and/or roof.

**Alteration:** physical change to a building or structure.

**Demolition:** intentional destruction of all or part of a building or structure.

**Feature:** portion or element of a building or structure.

**New Construction:** complete new structure or building.

**Repair:** refurbish a deteriorated part of a building or structure.

**Replace In-kind:** match the original feature exactly including original material, scale, size, finish, detailing, & texture.

**Replace with New:** does not match original exactly (product/spec sheet required).

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| **Siding & Masonry (EXISTING BUIDING)** | **Required Materials** |
| Repoint masonry: see staff for *Preservation Brief #2: Repointing Mortar Joints in Historic Masonry*  *Buildings* | * photographs of deterioration * proposed mortar mixture |
| Clean and/or remove paint on masonry: see staff for *Preservation Brief #6: Dangers of Abrasive Cleaning to Historic Buildings* | * current photographs & historical photographs (if available) * product sheets (manufacturer’s catalog/website page) |
| Waterproofing or other coatings for masonry: see staff for *Preservation Brief #1: Assessing Cleaning and Water-Repellent Treatments for Historic*  *Masonry Buildings* | * product sheets (manufacturer’s catalog/website page) |
| Exterior painting | * paint samples * rendering (if available) |
| Decorative wood or masonry features: *siding, chimneys, cornices, pilasters, columns, belt courses (band), window architraves, door pediments & etc.* | * historical photographs (if available) * product sheets (manufacturer’s catalog/website page) * FOR NEW MATERIALS: bids for repair, replace in-kind, and/or replace with new |

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| **Windows & Doors (EXISTING BUIDING)** | **Required Materials** |
| Windows, doors & shutters | * photographs of deterioration & historical photographs (if available) * product sheets (manufacturer’s catalog/website page) * FOR NEW WINDOWS & DOORS: bids for repair, replace in-kind, and/or replace with new material |
| Cut, close or alter openings & remove or install windows/doors | * current photographs & historical photograph (if available) * product sheets (manufacturer’s catalog/website page) |

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| **Roof & Guttering (EXISTING BUIDING)** | **Required Materials** |
| Roof materials: *composition shingles, slates, tile, wood shingles or metal* | * product sheets (manufacturer’s catalog/website page) |
| Roof features: *box gutters, hanging gutters, soffits, brackets, parapets, dormers, skylights & etc.* | * historical photographs (if available) * FOR NEW MATERIALS: product sheets (manufacturer’s catalog/website page) * FOR COVERING BOX GUTTERS: bids for repair, replace in-kind, and/or replace with new material |

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| **Porches & Balconies**  **(EXISTING BUIDING)** | **Required Materials** |
| Porch features: *columns, balustrades/railings, roof, flooring, stairs & skirt* | * historical photographs (if available) * FOR NEW MATERIALS: product sheets (manufacturer’s catalog/website page) * dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) |
| Enclose/screen/open porch | * historical photographs (if available) * product sheets (manufacturer’s catalog/website page) * dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) |

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| **Awnings, Lighting, Signs & Satellites**  **(EXISTING BUIDING)** | **Required Materials** |
| Awnings & signs | * photographs of installation location & historical photographs (if available) * product sheets (manufacturer’s catalog/website page) * dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) * method of attachment |
| Lighting & satellites | * photographs of installation location & historical photographs (if available) * product sheets (manufacturer’s catalog/website page) * method of attachment |
| Other: |  |

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| **ADDITIONS & NEW CONSTRUCTION** | **Required Materials** |
| Accessory building: *garage, storage/potting shed, gazebo, pergola, carport & etc.* | * dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) * dimensioned site plan—accurate hand drawings are acceptable (maximum 11 x 17 sheet) * product sheets (manufacturer’s catalog/website page) |
| Principal (main) building: *residential or commercial* | * dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) * dimensioned site plan—accurate hand drawings are acceptable (maximum 11 x 17 sheet) * product sheets (manufacturer’s catalog/website page) |
| Addition to existing building: *expansion* | * dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) * product sheets (manufacturer’s catalog/website page) * dimensioned site plan—accurate hand drawings are acceptable (maximum 11 x 17 sheet) |
| Americans with Disability Act (ADA) Ramp | * dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) * product sheet (manufacturer’s catalog/website page) * dimensioned site plan—accurate hand drawings are acceptable (maximum 11 x 17 sheet) |

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| **SITE WORK** | **Required Materials** |
| Driveways, sidewalks & parking area | * dimensioned site plan (maximum 11 x 17 sheet) * IF OTHER THAN CONCRETE: product sheets (manufacturer’s catalog/website page) |
| Retaining walls, walls, fencing, gates, yard lights, fountains, ponds & AC units | * historical photographs (if available) * dimensioned site plan (maximum 11 x 17 sheet) * dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) * product sheets (manufacturer’s catalog/website page) |
| Tree removal**/**planting, hedge rows & plantings taller than 3-feet | * dimensioned site plan (maximum 11 x 17 sheet) * product sheets (manufacturer’s catalog/website page) |

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| **DEMOLITION/RELOCATION** | **Required Materials** |
| Demolition of main building | * photographs of deterioration * engineer’s evaluation * bids for repair * reasons for demolition * planned use of site after demolition * *see staff for other materials that may be required* |
| Demolition of accessory building: *garage, storage/potting shed, gazebo, carport & etc.* | * photographs of structure * reasons for demolition * planned use of site after demolition * *see staff for other materials that may be required* |