# 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
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| 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)
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| 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)
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| Exterior painting | * paint samples
* rendering (if available)
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| 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
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| 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)
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| 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)
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| 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
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| Lighting & satellites | * photographs of installation location & historical photographs (if available)
* product sheets (manufacturer’s catalog/website page)
* method of attachment
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| 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)
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| 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)
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| 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)
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| 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)
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| 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)
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| 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*
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| 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*
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