



# MOUNT VERNON HISTORIC PRESERVATION COMMISSION

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

FOR WORK TO BE DONE ON PROPERTY WITHIN

A MOUNT VERNON HISTORIC PRESERVATION OVERLAY DISTRICT

PURSUANT TO MOUNT VERNON CODE Ch 24 & Ch 165.506T

### To be completed by the Zoning Administrator:

Will the proposed work require a building permit with Linn County and/or the City of Mount Vernon?                      No                      Yes

### To be completed by the applicant:

Address of Property: \_\_\_\_\_

Historic District:      Ash Park              Commercial District              Cornell College

Use of Property: \_\_\_\_\_

Owner(s) of Property (print) \_\_\_\_\_

Signature Owner/Designate \_\_\_\_\_

Typewritten name can serve as signature

Address if other than above: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

### Contractor / Architect / Designer Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Proposed Completion Date \_\_\_\_\_

Building permits are valid for 6 months after issuance, so delays beyond that time interval will require reapplication for the building permit.

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

## Important Notes:

- Before completing this application please review the Historic Preservation Commission's Procedures that are available at: <https://mvhpc.org/procedures-of-the-mount-vernon-historic-preservation-commission/>
- Also review Mount Vernon's Design Guidelines, available at: <https://mvhpc.org/design-guidelines/>
- When an application is received the Commission Chair will advise applicants of the next regularly scheduled Commission meeting date and time.
- Property owners (or knowledgeable representatives who are authorized to speak on behalf of the project) are strongly encouraged to come to the meeting at which the application will be reviewed in order to answer questions. Unanswered questions can delay action on a Certificate of Appropriateness Application.

## Approximate Vintage of Existing Building (check one)

- Probably before 1940
- Probably after 1940

(optional) If the building was likely to have been constructed before 1940, and you can, please identify its architectural style. Though it doesn't include all the home styles in Mount Vernon, you may find your home's architectural style here: <https://www.thisoldhouse.com/21018307/american-house-styles>

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## Type of Project (check all that are appropriate)

- |                    |                                     |
|--------------------|-------------------------------------|
| Window and/or Door | - Proceed to and complete Section A |
| Porch or Deck      | - Proceed to and complete Section B |
| Roof               | - Proceed to and complete Section C |
| Siding             | - Proceed to and complete Section D |
| Fence              | - Proceed to and complete Section E |
| Outbuilding        | - Proceed to and complete Section F |
| Addition           | - Proceed to and complete Section G |
| New Construction   | Proceed to and complete Section H   |
| Sign               | Proceed to and complete Section I   |

## Section A 1 - Doors

Number of exterior doors to be replaced \_\_\_\_\_

Location of door(s)

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Reason(s) for replacement

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Size of existing door(s) \_\_\_\_\_

Type of existing door(s) (e.g., flat with window, multipanel, french, sliding, glass)

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Material of existing door(s) (e.g. wood, steel, aluminum, fiberglass, vinyl)

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Size of proposed replacement door(s) \_\_\_\_\_

If replacement size is different from existing size, why? What will fill remainder of opening?

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Type of proposed replacement door(s)

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If the type of replacement door(s) is different from that now in the structure, why is a change proposed?

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Door Manufacturer and product line or series

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**Attachments to the application must include the manufacturers product specification sheet, and cut/data sheet showing the door material, finish, profile and dimensions. If the door is custom, an image or detailed drawing that clearly shows what the exterior appearance of the door will be is required in place of the above.**

Continue on the next page

## Door Hardware

Door hardware manufacturer and product line or series

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**Attachments to the application must include the door hardware manufacturer's product specifications sheet, and cut/data sheet showing the door hardware's material, finish, profile and dimensions.**

Additional comments or information:

(Attach additional pages as necessary)

## Section A2 - Windows

Number of windows to be replaced \_\_\_\_\_

Location(s) of window(s)

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Reason(s) for replacement

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Sizes of existing window(s)

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Type of existing window(s) (e.g., double-hung, single-hung, casement, picture)

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Material of existing window(s) (e.g. wood, steel, aluminum, fiberglass, vinyl)

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Size of proposed replacement window(s)

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If size of existing and replacement windows aren't they same, why? What will fill the remainder of the window opening?

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Type of proposed replacement window(s)

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If the type of replacement window(s) is different from that now in the structure, why is a change proposed?

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Material of proposed replacement window(s)

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Window manufacturer and product line or series \_\_\_\_\_

Continue on the next page

**Attachments to the application must include the window manufacturers product specifications sheet, and cut/data sheet showing the window material, finish, profile and dimensions.**

Are there shutters currently on the windows, and if so, what is to happen with the shutters?

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If existing shutters are not to be retained around the windows, why?

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If shutters are to be added to the structure or replaced, describe the new shutters

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How will the shutters be affixed to the structure?

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Shutter manufacturer and product line or series

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**Attachments to the application must include the manufacturers product specification sheet, and cut/data sheet showing the shutter material, finish, profile and dimensions.**

Additional comments or information:

(Attach additional pages as necessary)

**Section B - Porch or Deck**

Is there currently a porch or deck on the primary structure at the location for this project?

Yes                      No

Where is the porch or deck located on the primary structure?                      Front                      Rear                      Side

Is any portion of the existing porch or deck to be demolished for this project?                      Yes                      No

If "Yes," an application for demolition will need to be submitted for review and approval by the MVHPC pursuant to Mount Vernon Code of Ordinances Chapter 153.

Describe what is to be demolished

\_\_\_\_\_  
Current porch or deck material (e.g., wood, metal, PVC, vinyl)

\_\_\_\_\_

If the project involves additions to the existing porch or deck, describe what is to be added

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If the project is a new deck or porch, answer the following 2 questions:**

Where is the new porch or deck to be located on the primary structure?                      Front                      Rear                      Side

Describe the general nature and intended appearance of the new porch or deck

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed new porch or deck material

\_\_\_\_\_

If the proposed porch or deck material is synthetic, what is the color and surface texture (e.g., shiny or matte)?

\_\_\_\_\_  
\_\_\_\_\_

Continue on the next page

**Attachments to the application must include:**

- 1. A photograph of the primary structure (house or commercial building) from the side that has or will have the porch or deck.**
- 2. An elevation drawing or other detailed representation of the added or amended porch or deck that shows what its appearance will be from 3 sides.**
- 3. If the project involves the addition of a new porch or deck, provide a site plan of the lot that shows the location and size of the primary structure and the proposed location and size of the porch or deck.**

Additional comments or information:

(Attach additional pages as necessary)



## Section C - Roof

Structure to be re-roofed?      House      Garage      Other outbuilding

Current roofing material (e.g., asphalt, metal)

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Proposed new roofing material

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If the type or style of new roofing material is different from that now on the structure, why is a change proposed?

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Roofing material manufacturer and product line or series

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**Attachments to the application must include a product specifications sheet and an image that clearly shows the appearance of the roofing material as it will look after installation.**

Additional comments or information:

## Section D - Siding

Structure to be re-sided?    House    Garage    Other outbuilding \_\_\_\_\_

Current siding material (e.g., wood, aluminum, vinyl)

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Proposed new siding material

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If the type of new siding material is different from that now on the structure, why is a change proposed?

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Siding dimensions \_\_\_\_\_

Is the siding to be installed over other siding material and if so, what will be under the new siding?

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Siding manufacturer and product line or series

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**Attachments to the application must include a product specification sheet and an image that clearly shows the appearance of the siding as it will look after installation.**

Additional comments or information:

## Section E - Fence

Is there currently a fence on the property?      Yes                      No

Current fence material (e.g., wood, chain link, PVC, vinyl)

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Is this fence to be removed?                      Yes                      No

Proposed                                      new                                      fence                                      material

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Fence height \_\_\_\_\_

If there are pickets, what are their dimensions and what will be the gap between pickets?

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Picket shape \_\_\_\_\_

If the proposed fencing is chain link, what color is proposed? \_\_\_\_\_

If the proposed fencing material (other than chain link) is a synthetic material, what is the color and surface texture of the fencing? (e.g., shiny or matte)

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Fencing manufacturer and product line or series \_\_\_\_\_

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**Attachments to the application must include a product specifications sheet and an image that clearly shows the appearance of the fencing as it will look after installation.**

Additional comments or information:

## Section F - Accessory Structures

Type of Structure?      Detached Garage      Shed      Other \_\_\_\_\_

### Attachments to the application must include:

- 1. A photograph of the primary structure (house or commercial building) from all 4 sides.**
- 2. An elevation drawing or other detailed representation of the appearance of the accessory structure that shows its appearance from all 4 sides.**
- 3. A representation of the lot that shows the location and size of the primary structure and the proposed location and size of the accessory structure(s).**

Additional comments or information:

## Section G - Addition

Where will the addition be attached to the primary structure? \_\_\_\_\_

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Height and width of the addition? \_\_\_\_\_

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Will the siding and roofing material and dimensions be the same as that on the primary structure, and if not, indicate how will these materials will differ from those already used in the primary structure? \_\_\_\_\_

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(Material samples must be provided to the Commission at the time of application.)

Roof pitch on addition relative to that on the primary structure \_\_\_\_\_

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### Attachments to the application must include:

- 1. A photograph of the primary structure (house or commercial building) from all four sides.**
- 2. An elevation drawing or other detailed representation of the appearance of the addition that shows its appearance from 3 sides.**
- 3. A representation of the lot that shows the location and size of the primary structure and the proposed location and size of the addition.**

Additional Comments or Information:

## Section H - New Residential Construction

Describe the general type of the primary structure to be built? (e.g., single story ranch, story and a half cape-cod or bungalow, two story) \_\_\_\_\_

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Is a sidewalk planned that leads from the front door of the structure to the street or the sidewalk alongside the street      Yes              No

### **Attachments to the application must include:**

- 1. Elevation drawings or other detailed representations of the proposed structure from all 4 sides.**
- 2. A representation of the lot that shows the setback of the structure from the street in front of it and from the other sides of the lot.**

Additional Comments or Information:

## Section I - Signs

Number of proposed signs \_\_\_\_\_

Purpose of the proposed sign(s) (e.g., directional, advertising) \_\_\_\_\_

\_\_\_\_\_

Type of sign(s) (e.g., hanging, window, post and panel, tall freestanding, building-attached) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the sign, including dimensions and method of attachment to any supporting structure

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sign material(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the sign be illuminated, and if so, how? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Attachments to the application must include:

- 1. Detailed representation(s) of the proposed sign(s).**
- 2. A representation of where the sign will be displayed on the building or, if freestanding, of where the sign will be placed on the lot.**

Additional Comments or Information: