



**CERTIFICATE OF APPROPRIATENESS  
APPLICATION FOR ALTERATIONS\* TO  
DAVIS REGISTER RESOURCES**

Please complete this application thoroughly and accurately, and consult with staff about the required exhibits for your project and the approval process.

**Project Description** - Add separate sheet if necessary.

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Location of project (address) \_\_\_\_\_

Assessors Parcel # \_\_\_\_\_

Building size (include if changes to building structure are proposed)

\_\_\_\_\_ Existing sq. ft.

\_\_\_\_\_ Proposed sq. ft.

\_\_\_\_\_ Existing height

\_\_\_\_\_ Proposed height

Applicant/Contact \_\_\_\_\_ Phone (daytime) \_\_\_\_\_

Address \_\_\_\_\_

Property Owner \_\_\_\_\_

Phone (daytime) \_\_\_\_\_

Address \_\_\_\_\_

Property Owner's consent. I declare under penalty of perjury that I am the owner of the property involved in this application. I certify that the information furnished above and in the attached exhibits is true and correct to the best of my knowledge and belief. Property owner letter is acceptable.

\_\_\_\_\_  
Owner's signature Date

\* "Alteration" means any exterior change or modification, through public or private action, of any designated historical resource which involves exterior changes to or modification of a structure, its surface texture, or its architectural details; new construction; relocation of structures onto, off of, or within a designated property or site; or other changes to the property or site affecting the significant historical or architectural features of the designated historical resource.

For office use only:  
Received by \_\_\_\_\_ Date \_\_\_\_\_ Application # \_\_\_\_\_

Action:

## **INFORMATION REQUIRED FOR COMPLETE APPLICATION SUBMITTAL**

Applicants are responsible for providing a complete and accurate submittal package which will allow the City to evaluate the application. Additional information may be required, especially for large/complex projects. Explanation of the typical information needed is provided below. Other information may be requested by the city, depending on the complexity of the project.

1. **Application Form** Only one form is required for all applications; do not submit separate applications for the different requested actions.
2. **Contextual Map and Photos:** Depending on the project, applicant may be required to submit photos of neighboring structures and/or a contextual map shows the existing and proposed site plan in the context of surrounding building and site features. Please consult with staff to determine if these are needed for your project.
3. **Site Plans and Photos of Existing Resource:** Please submit the following with your application:
  1. Name, address and daytime phone number of preparer if different from owner.
  2. Address of property.
  3. Location of all buildings and other structures on the property, adjacent streets identified and "north" indicated.
  4. Photos of all sides of existing structures. Landscape photos may be needed depending on project.
4. **Proposed Elevations and Site Plans.** Please provide a complete set of scaled elevations showing the proposed alterations. Scaled site plans are required if additions are proposed to historic buildings or sites. All elevations and site plans must show all necessary dimensions and any structural changes to historic resource that are needed to accommodate alterations.
5. **Design details:** Please submit descriptions of all design details including, but not limited to, building materials (including specifications for new windows and doors), roofing materials, trim and building colors.
6. **Conceptual Landscape Plans.** If a project includes site plan changes, a plan must be submitted that details the changes proposed. City staff will advise the applicant if conceptual landscaped plans are needed.
7. **Reduced plans.** Please provide one set of site plans and elevations reduced to 8.5" x 11" and legible for photocopying.
8. **Samples** Samples of materials, color swatches, etc. will probably be needed to process the application. However, staff can typically initiate processing without these materials. Please consult with staff for more information and timeline for submitting samples.