Certificate of Appropriateness
Board of Architectural Review Application

City of Seneca **Planning & Development**

General Procedure – A Certificate of Appropriateness (COA) is required for any changes to properties within the Design Review Districts (DRD). If the changes meet the guidelines, Planning & Development staff will approve the application. If the changes proposed deviate from the guidelines, the application is referred to the next regularly scheduled meeting of the Board of Architectural Review for public hearing. If the application is required to be heard by the Board, a $200 application fee will apply.

Tax Map Number: _____ Date: _____

Property Location: _____

Property Owner(s): _____

Owner(s) Address: _____

Owner(s) Phone #: _____ Owner(s) Email: _____

Applicant(s) Name: _____

Applicant(s) Address: _____

Applicant(s) Phone #: _____ Applicant(s) Email: _____

Applicant(s) Relationship to the Property: _____

Date of Original Construction: _____

Original Use: ☐ Residential ☐ Commercial ☐ Industry ☒ Institution

Brief History and Description of the Property Including Architectural Type and Significance:

_____

_____

Action(s) Proposed: ☐ New Construction ☐ Addition ☐ Alteration ☐ Repair ☐ Move ☐ Demolition

Description of Proposed Action(s), Extent and Intended Dates of Action: _____

_____

_____

Signature of Applicant(s): _____ Date: _____

_____ Date: _____

Signature of Owners(s): _____ Date: _____

_____ Date: _____

For Board of Architectural Review Use:

☐ Approved ☐ Denied ☐ Approved with Modifications as specified:

_____

_____

_____

Signature of the Chairman, Board of Architectural Review Date

For Planning Staff Use: ☐ Approved ☐ Denied Planning Staff Rationale:

_____

_____

_____

Signature of Approval, Planning Staff Date