Certificate of Appropriateness Application Process

Property owner develops concept of project requiring Certificate of Appropriateness. Potential applicants are strongly encouraged to review the relevant design guidelines and informally discuss the project with the DRC or its staff, so any potential problems can be identified at the outset.



Property owner obtains COA application from Town administrative offices. Proposed project is classified as "major works" or "minor works."



If "Minor Works" Project

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If "Major Works" Project

Applicant submits completed application form and

required supporting materials by specified date

Applicant submits completed application form and required supporting materials



Application is reviewed by Town Administration staff



Application is approved* and Certificate of Appropriateness is issued



After obtaining any other needed permits, applicant may begin approved work. If changes to approved work are desired, a revised COA application will need to be submitted.







Application is referred by staff for full DRC review



DRC approves
application* based on
ordinance and
guidelines, and
Certificate of

Certificate of Appropriateness is issued

*Approvals may include conditions attached by the approving authority



Technical Review Committee (TRC) meeting may be scheduled, if project involves new construction



Town staff mails notice to all property owners within 100' of proposed project site



Applicant or representative attends DRC meeting to explain proposed project and answer any questions

OR





DRC denies application based on ordinance and guidelines



Applicant may revise request and resubmit application