



CITY OF TROY PLANNING COMMISSION
Certificate of Appropriateness (Historical Review)

Date _____

Applicant _____ Telephone No. _____

Owner of Property _____ Has the Owner been Notified? _____

Address of Project _____

Contact Address (if different than Project Address) _____

Name of Architect/Engineer and/or Contractor _____

Application for renovation to include the following:

- | | |
|-------------------|--------------------------------|
| Alteration | Repair |
| Construction | Demolish - Principal Structure |
| Moving A Building | Demolish - Accessory Structure |
| Painting | Other: _____ |

Will the work require use of the public right of way? (Blocking of sidewalk, parking spaces, etc?) Yes No

*If yes, a use of public space application is required

ONE (1) COPY OF INFORMATION TO BE SUPPLIED BY APPLICANT:

- (a) Site Plan drawn to scale shall be provided showing structure in question & its relationship to adjacent structures.
- (b) Description of proposed use, if different than existing use.
- (c) Plans illustrating the proposed structural or exterior changes, including changes in parking facilities, landscaping, screening, fences, signs and other relevant structures and fixtures, and relationship to surrounding structures.
- (d) Description and samples of materials proposed to be used in the project.
- (e) Paint samples for painting applications.
- (f) Any other photographs or illustrative visual aids and/or materials relevant to the project.
- (g) A written letter from the owner acknowledging the application, or a printed signature from the property owner on this form.
- (h) Application fee: \$25.00

*The Planning Commission meets on the second and fourth Wednesday of every month. Completed applications are due a minimum of two weeks prior to the requested meeting date.

SIGNATURE OF APPLICANT:

SIGNATURE OF PROPERTY OWNER:

PRINTED NAME OF PROPERTY OWNER:

OFFICE USE ONLY:

DATE FILED: _____

CASE #: _____

DATE OF MEETING: _____

