

Certificate of Appropriateness – Historic Preservation Commission

City of Baton Rouge / Parish of East Baton Rouge
Office of the Planning Commission, 1100 Laurel Street, Suite 104
Baton Rouge, Louisiana 70802

Staff Use Only

Fee(s): _____ Application Taken by: _____
Case Number: _____ Meeting Date: _____
MPN Project Number: _____

Please Print or Type (all entities listed below will be copied on all comments)

-
- Applicant Name and Title: _____
Email Address: _____ Daytime Phone Number: _____
Business: _____
Address: _____ City: _____ State: _____ ZIP: _____
 - Developer (if applicable): _____
Email Address: _____
 - Name of Property Owner: _____
Email Address: _____ Daytime Phone Number: _____
Address: _____ City: _____ State: _____ ZIP: _____
 - Property Street Address: _____
CPPC Lot ID # _____ Lot # _____ Block/Square # _____
 - Historic Designation (check one and write in the official name):
 Historic District Historic Landmark
Name: _____
 - Type of work:
 Exterior Alteration New Construction/Addition
 Demolition of Structure Relocation of Structure
 Tree Removal Other: _____
-
7. Has Construction Begun?
 No Yes
8. Is a Building Permit Required?
 No Yes

9. Description of proposed work and name of architect or contractor, if any (use additional sheet if necessary):

10. Age and style of building: _____

11. Supporting documentation: This application is incomplete until all supporting documentation (as outlined in the Unified Development Code Chapter 3, Section 3.7.4) is submitted.

- Photographs
- Plans
- Reports
- Material Descriptions
- Drawings
- Other: _____

12. Acknowledgement:

I acknowledge that private deed restrictions or covenants may exist on the subject property. I recognize that neither the Planning Commission nor its staff may consider such deed restrictions or covenants, if any, when determining approval or denial of an application, nor can the City or Parish enforce private deed restrictions or covenants. It is my responsibility as an Applicant to determine if any such deed restrictions and covenants exist on the subject property, and to be aware that violations of the same subject me and/or Property Owner to litigation from others.

I understand that the application fee is nonrefundable. (Applications for public hearing items must be received by 10:00a.m. on the scheduled application deadline.)

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner’s signature or where an authorized agent signs in lieu of either property owner or applicant.

Signature of Applicant	Type or Print Name of Applicant	Date
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Signature of Property Owner	Type or Print Name of Property Owner	Date
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Certificate of Appropriateness

A Certificate of Appropriateness (COA) shall be required for any exterior change that is visible from a public street unless the change is considered ordinary maintenance and repair. Depending on the nature of the work, a COA is granted by the Planning Director through a staff-level process or by the Historic Preservation Commission (HPC) through a public hearing.

Applications and documentations which may include photographs, reports, scaled drawings and in some cases, stamped plans, must be submitted to the Planning Commission office to make a determination on how a COA may be issued. See Unified Development Code (UDC) Chapter 3, [Section 3.7.4 Certificates of Appropriateness](#).

1. **Staff Level:** COA's are issued for exterior changes that do not require a building permit. A staff level COA may become a public hearing if objections are raised during the comment period by a member of HPC or if the Planning Director fails to make a decision. Comment period is 14 days from receipt of the application and required documentation.
2. **Public Hearing:** COA's are issued for all exterior changes that require a building permit or for any staff level COA with HPC objections. All required documentation must be received by 10 a.m. on Thursday, five weeks before the HPC public hearing.

Staff Use Only

A. Land Use Classification(s): _____

B. Zoning Classification(s): _____

C. Existing Land Use(s): _____

D. Surrounding Zoning Classification(s): _____

E. Lot and Block: _____

F. Council District: 1 2 3 4 5 6 7 8 9 10 11 12

G. Classification on Historic District Building Survey: _____

H. Character Area: _____

I. Comments:

J. _____
Planning Director or authorized signature Date