

Additional Guidance for Historic Overlay Review (COA) Applications in Residential Neighborhoods

The Historic Preservation Commission strives to provide a timely review of all Certificate of Appropriateness applications. Incomplete information may result in unnecessary delay, so please submit the following items with the COA application:

1. **List of materials to be used in the project** – Photos or manufacturer’s literature may be helpful, if available
2. **Architect’s elevation drawings** – Desirable for new construction – Otherwise, carefully drawn sketches which adequately convey what the new construction will look like, including dimensions.
3. **Site plan** – Drawing of the footprint of the new construction in relationship to the house footprint, and where it will be located on the lot, including dimensions
4. **Photos** – One photo of each side of the house

Compatibility – What does it mean for a homeowner in a Historic Overlay District?

The Historic Preservation Commission takes many factors into consideration when reviewing a Certificate of Appropriateness. One important question they ask themselves is this: “Will the new garage or addition be **compatible** with the original structure?”

The following list represents some of the architectural features the HPC will evaluate, so we have provided it to serve as a thought-provoking guide to the homeowner.

- **Roof** – Will the new construction be compatible with the house roofline in terms of style (i.e. gable or hipped) and pitch?
- **Shingles** – Will they match the existing shingles in material and color?
- **Eaves** – Will they be compatible with the house eaves?
- **Soffit and fascia** – Is it possible to duplicate the original (i.e. bead board) or will an alternate material be necessary?
- **Siding** – If lapboard siding is used, will the reveal width match that of the house siding?
- **Windows and trim** – Will the new windows be the same style as the original (i.e. double-hung vs. casement)? Will the window trim be identical, or at least similar to the original?
- **Doors and trim** – Will the new doors and trim be compatible?

A well-planned addition or garage that is sensitive to the historic house will help to preserve or increase its property value. Please feel free to contact the Planning and Development Department at 701-241-1474 if you have questions regarding your Certificate of Appropriateness application.