



City of Mandeville
HISTORIC PRESERVATION DISTRICT

FOR OFFICE USE ONLY
DATE RECEIVED:
ACCEPTED BY:
MEETING DATE:
CASE NUMBER:
HD SURVEY DESIGNATION:

SUBMITTAL DOCUMENTS REQUIRED

ADDITIONAL INFORMATION MAY BE REQUESTED

HISTORIC PRESERVATION COMMISSION APPLICANT CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS

Per CLURO Ord. 15-11 Section 7.6.4 Historic Preservation Standards for Certificate of Appropriateness

Application Procedure prior to the commencement of any work, the owner shall file an application for a Certificate of Appropriateness with the Permit Office. The application shall contain drawings, photographs, plans and documentation as may be required by the Director of Planning or Commission. Typical requirements shall include:

- SURVEY /SITE PLAN (Scaled/placement of structure on lot)**
- OWNERSHIP VERIFICATION (Deed or Cash Sale)**
- SCALED ELEVATION/DETAILED DRAWINGS OF FRONT, SIDE AND REAR OF STRUCTURE (Plans must include specifications such as roofing, siding, windows, shutters, columns, railing, decking, stairs)**
- PHOTOS OF EXISTING CONDITIONS & STREETSCAPE (Historic Photos are also helpful)**
- APPLICANT "LETTER OF INTENT"**
- DESCRIPTION OF MATERIALS – Façade Materials: Foundation, walls, trim, windows, doors, finishes, railing, reveal.**
- Referenced "Design Guidelines" on the City Website prior to starting your Project Design**

**** No Building Permit shall be issued for such proposed work until Certificate of Appropriateness has first been issued by the Historic District Commission. ****

The Historic District Commission meetings are held on the 1st and 3rd Thursday of each month. Please see the Department of Planning and Development for Deadline Dates.

I have read and understand the Historic Preservation District Design Guidelines and have submitted the above required documents. I further understand that additional information may be required during design review or request from the Historic District Commission.

Property Owner Name/Date: Cherie LeSaicherre

Property Owner Signature/Date: 

Design Professional Signature/Date: _____