

Minden Downtown Development/Residential Commission

Request for Certificate of Appropriateness

General Information:

Property Address: _____

Owner(s): _____

Phone: _____ Email: _____

Owner's Phone: _____ Cell: _____

Owner's Mailing Address: _____

Applicant (if not Owner): _____

Applicant's Phone: _____ Cell: _____

Applicant's Address: _____

Applicant's Relationship to Owner: _____

Contractor: _____ Phone: _____

Architect: _____ Phone: _____

Dates of Anticipated Work:

Start: _____ Completion: _____

Description of Anticipated Work: (Attached additional pages as necessary)

Please include a description of how the proposed work (if change or addition) is historically and architecturally compatible with the building and of the District as whole.

Required Documentation to be Attached:

Plans/scale drawings

Existing and proposed site or plot plans

Existing condition photographs or structure and areas affected

Material sample and/or product literature

Signature:

I have read the attached instructions and, to the best of my knowledge, the information contained in this application is accurate and complete. I also give permission for members of the Minden Downtown Development/Residential District Commission to access the property for the purpose of reviewing this application and work done under any certificate issued to me.

Owner Signature: _____

Date: _____

For Commission Use Only:

Date Rec: _____

Hearing Date: _____

Certificate Number: _____

☐ **Appropriateness – for work described herein**

☐ **Non-Applicability – for the following reason(s):**

☐ Not subject to public view

☐ Maintenance, repair or replacement using same design and materials

☐ Proposed Change specifically excluded from review under Bylaw

☐ Other: _____