



# RITZVILLE HISTORIC COMMISSION

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

DATE: \_\_\_\_\_

FEE PAID: \_\_\_\_\_

HEARING: \_\_\_\_\_

### LOCATION:

SITE ADDRESS: \_\_\_\_\_ PARCEL NO.: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_ ☐ SEE ATTACHED SHEET

RESIDENTIAL ☐ COMMERCIAL ☐

### PROPERTY OWNER INFORMATION:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_




MAILING ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

### A CERTIFICATE OF APPROPRIATENESS IS REQUESTED FOR:

- ☐ EXTERIOR REMODELING
- ☐ NEW CONSTRUCTION (*AN ADDITION OR A NEW BUILDING*)
- ☐ SIGN(S)
- ☐ DEMOLITION

### YOU MAY BE REQUIRED TO PROVIDE THE FOLLOWING:

-  SCALE DRAWINGS (PLANS, ELEVATIONS, SECTIONS, DETAILS)
-  PHOTOGRAPHS / SLIDES
-  FINISH SAMPLES

### DESCRIPTION OF PROPOSED WORK (OR ATTACH A DESCRIPTION):


### WILL YOU BE REMOVING OR COVERING ANY ORIGINAL ARCHITECTURAL FEATURES? IF SO, PLEASE SPECIFY (*I.E. SOFFIT, BRACKETS, TRIM, WINDOWS, ETC.*) :




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### PROPERTY OWNER OR AUTHORIZED AGENT:

I hereby certify that I am the owner of the property or that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as the owners authorized agent.

The Commission meets the first Thursday of every month at City Hall, 216 E Main Ave, at 7 pm. The completed application must be submitted no later than seven days prior to the scheduled meeting. This process is meant as a guideline, and does not guarantee approval of future applications. Once a Certificate of Appropriateness is obtained, it may be necessary to apply for a building or zoning permit.

\_\_\_\_\_  
SIGNATURE OF OWNER OR AUTHORIZED AGENT

\_\_\_\_\_  
DATE

### FOR OFFICE USE ONLY:

The Ritzville Historic Commission has reviewed the Certificate of Appropriateness and recommends in conformance with City Code Chapter 1.46 Historic Preservation of the City of Ritzville:

- ☐ Preliminary Approval of Certificate of Appropriateness
- ☐ Final Approval of Certificate of Appropriateness
- ☐ Denial of Certificate of Appropriateness

\_\_\_\_\_  
CHAIR, RITZVILLE HISTORIC PRESERVATION COMMISSION

\_\_\_\_\_  
DATE