



RITZVILLE HISTORIC COMMISSION
APPLICATION FOR CERTIFICATE OF
APPROPRIATENESS

DATE:

FEE PAID:

HEARING:

LOCATION:

SITE ADDRESS: _____ PARCEL NO.: _____

LEGAL DESCRIPTION:

RESIDENTIAL COMMERCIAL

SEE ATTACHED
SHEET

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.):**



RITZVILLE HISTORIC COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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