



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS FOR
 HISTORICALLY DESIGNATED RESOURCES

Alterations & New Construction

April 2012

Submittal Requirements

Each applicant is encouraged to meet with staff and/or the Historic Preservation Officer prior to submitting an application so the process and requirements in Melbourne City Code, Section 10-231 can be discussed. Additional items may be required for submittal on a case-by-case basis depending on the alteration or new construction request for the historic resource.

- Completed application including notarized signatures from all property owners.
- A letter describing any and all proposed alterations or construction requests for the designated historic resource.
- Plans of the proposed project including all effected elevations.
- Photographs of the property including all elevations.
- Material samples.

Historic Property Information

Address: _____

Tax Account Number(s): _____

Name of Historic Resource/District (if applicable): _____

Property Owner Information

Name(s): _____

Address: _____

Telephone/E-mail: _____

Applicant Information

Name: _____

Relationship to Owner: _____

Address: _____

Telephone/E-mail: _____

FOR STAFF USE ONLY	
Application No.	
Original HD Case No.	
Date Received	
<input type="checkbox"/> Standard or <input type="checkbox"/> Special COA	
Decision	
Date of Final Action	
Additional Comments:	

Property Owner(s) Signatures

Each property owner shall obtain a notarized signature to complete this application. Attach additional pages as necessary.

Signed and sealed in the presence of:

OWNER:

Signature of Witness #1

Owner 1 Printed Name

Name Printed/Typed

Owner 1 Signature

Signature of Witness #2

Name Printed/Typed

STATE OF _____

COUNTY OF _____

The foregoing Owner Consent was acknowledged before me this ____ day of _____ 20 ____,
by _____, who is personally known to me OR who has produced
_____ as identification.

My commission expires:

Notary Public

Signed and sealed in the presence of:

OWNER:

Signature of Witness #1

Owner 2 Printed Name

Name Printed/Typed

Owner 2 Signature

Signature of Witness #2

Name Printed/Typed

STATE OF _____

COUNTY OF _____

The foregoing Owner Consent was acknowledged before me this ____ day of _____ 20 ____,
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