



Old Town Historic District Commission
Certificate of Appropriateness Request
\$25.00 APPLICATION FEE

5490 Fifth Street
Cottleville, Mo 63304

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Fax: 636-498-6575
rich.francis@cityofcottleville.com

APPLICANT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

LOCATION OF PROPERTY
(ADDRESS): _____

PROPERTY OWNER: _____
(Name)

(Address)

(Phone)

LEGAL DESCRIPTION OF PROPERTY (other than address) _____

EXISTING USE: _____

PROPOSED USE: _____

PROPOSED ACTION: (Be very specific, and provide additional information to allow the Commission to evaluate the proposed action.)

CERTIFICATE OF APPROPRIATENESS REQUEST

The decision to approve or deny the proposed action shall be based on the following criteria regarding historical or architectural significance:

- A. The structure’s character, interest, or value as part of the development, heritage, or cultural characteristics of the community, county, state, or country;
- 2. The structure’s location as a site of a significant local, county, state, or national event;
- 3. The structure’s identification with a person or persons who significantly contributed to the development of the community, county, state, or country;
- 4. The structure’s embodiment of distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous material;
- 5. The structure’s identification as the work of a master builder, designer, architect, or landscape architect whose individual work has influenced the development of the community, county, state, or country;

6. The structure's embodiment of elements of design, detailing, materials, or craftsmanship which renders it architecturally significant;
7. The structure's embodiment of design elements that make it structurally or architecturally innovative;
8. The structure's unique location or singular physical characteristics that make it an established or familiar visual feature of the neighborhood, community or city; or the fact that it has yielded, or may be likely to yield, information important in history, and/or;
9. The structure's character as particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, schools, churches, public buildings, institutional offices, gas stations, with a high level of integrity or architectural significance.

CERTIFICATE OF APPROPRIATENESS REQUEST

- 6 copies of a folded plot survey/sketch/site plan drawn to scale, as well as scale drawing/model example of the proposed action, must be submitted showing the lot or lots included in the application; showing all structures; giving appropriate dimensions, utility easements and other information listed on this application.
- Payment of \$25.00 application fee.
- The applicant is required to appear before the Old Town Commission.

X _____
Applicant's Signature Date

X _____
Owner's Signature Date

NOTE: By affixing signatures to this application form, the Applicant and Owner hereby verify that: they have reviewed the applicable zoning regulations; they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signatures further indicate that the information provided on this form and on any additional data attached hereto is true, complete, and accurate.

City of Cottleville Office Use:	
Date Application Received:	Check No.:
Fee Receipt No.:	Date License Issued:
TOTAL DUE \$25.00	Notes:

