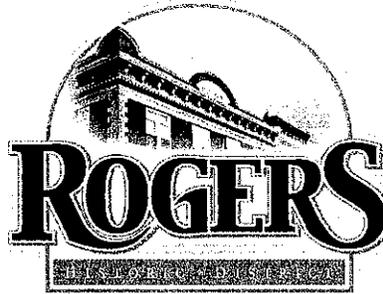


ROGERS HISTORIC DISTRICT

C/o MAIN STREET ROGERS
301 W. CHESTNUT STREET
ROGERS, AR 72756

Certificate of Appropriateness Application Form



Please Indicate Level of Application:

Category I – Ordinary Maintenance _____

Exterior Repairs with **NO** change in design, color, material or outer appearance.
No waiting period. Complete pages 1 and 2. Read and Sign page 5

Category II – Non Material Exterior Maintenance _____

Exterior changes **NOT** materially affecting surrounding property owners
Application must be filed seven (7) days prior to the next regular meeting of the
HDC.

Category III – Exterior changes affecting surrounding property _____

Exterior changes **MATERIALLY** affecting surrounding property.
Application must be filed twenty-one (21) days prior to the next regular meeting
of the HDC.

All items must be completed. If additional space is needed, attach more pages.

PROPERTY LOCATION

Historic name of property _____

Address _____

Lot Number _____ *Block Number* _____

OWNER

Name _____

Address _____ *Phone* _____

PERSON FILING APPLICATION, IF OTHER THAN OWNER

Name _____

Address _____ Phone _____

BUILDING DATA

Year it was built? _____

Type of Construction: Wood Frame _____ Brick _____ Stone _____ Other _____

Original Use:

Single Family Residential _____

Multi Family Residential _____

Hotel/Boarding House _____

Office _____

Commercial/Retail _____

Industrial _____

Vacant _____

Combined Use _____

Other _____

BRIEF HISTORY AND DESCRIPTION OF PROPERTY:

CONCISE DESCRIPTION OF PROPOSED WORK: (Attach additional papers if necessary)

PROJECT ARCHITECT/ENGINEER/CONTRACTOR

Name: _____

Address: _____ Phone: _____

Please include the following items that are specific to the category in which you are applying:

CATEGORY I – Ordinary Maintenance

- Complete the Certificate of Appropriateness Application Form pages 1 and 2 and sign page 5.

CATEGORY II

- Complete the Certificate of Appropriateness Application Form and sign page 5.
- Current Color Photograph of existing appearance of structure showing its present condition and the existing materials, colors, and textures. (Please provide 11 copies).
- Scale drawing or illustration of refacing of existing sign, either in color, or with color samples, include materials used and any supporting armature. (Please provide 11 copies).
- Paint Samples required when changing color – manufacturer's samples or sample of actual paint. Indicate manufacturer's name and the name of the color.
- Exterior Surface Sample – a piece of the exterior surface sample or a manufacturer's brochure showing a picture of the exterior surface and specifications.
- Windows – indicate window frame material – wood, vinyl or aluminum – size, style, finish and all colors.
- Exterior Doors – indicate material – wood or metal – size, style, finish and all colors.
- Roofing material – bring sample of the roofing material and manufacturer's name and the color of the roofing material.
- Other exterior detail – OTHER EXTERIOR DETAIL NOT LISTED ABOVE. Provide sample of the detail along with the manufacturer's name and specifications.

CATEGORY III

On Existing Buildings:

- Complete the Certificate of Appropriateness Application Form, read and sign page 5.
- Attach \$75.00 processing fee. Cashier Check only - Made out to Main Street Rogers.
- Current Color Photograph of existing appearance of structure showing its present condition and the existing materials, colors, and textures. (Please provide 11 copies).
- Elevation Drawings – Dimensional drawings of all elevations showing proposed exterior architectural changes. (Please provide 11 copies).
- Paint Samples required when changing color – manufacturer's samples or sample of actual paint. Indicate manufacturer's name and the name of the color.

- Exterior surface Sample** – a piece of the exterior surface or a manufacturer's brochure showing a picture of the exterior surface and specifications.
- Windows** – indicate window frame material – wood, vinyl or aluminum, size, style, finish and all colors.
- Exterior Doors** – indicate material – wood or metal – size, style, finish, and all colors.
- Roofing material** – bring sample of the roofing material and manufacturer's name and the color of the roofing material.
- Other exterior detail – OTHER EXTERIOR DETAIL NOT LISTED ABOVE.** Provide sample of the detail along with the manufacturer's name and specifications.

On New Construction:

- Complete the Certificate of Appropriateness Application Form, read and sign page 5.**
- Attach \$75.00 processing fee. Cashier Check only – Made out to Main Street Rogers.**
- Site Plan of Property** – (Recommended scale: 1 inch = 20 feet)
Include location of all structures and outside equipment (trash, mechanical, common mail boxes, walls, fences, external lighting fixtures, existing and proposed structures, etc.). Show parking areas, driveways, walks, and other hard surface areas. Indicate on the site plan, materials to be used. A surveyed drawing of the perimeter of the lot(s) is required for all Category III applications that involve a change of footprint. (Please provide 11 copies).
- Elevation Drawings** – Dimensional drawings of all elevations showing proposed exterior architectural changes. (Please provide 11 copies).
- Paint Samples** required when changing color – manufacturer's samples or sample of actual paint. Indicate **manufacturer's name** and the **name of the color**.
- Exterior surface Sample** – a piece of the exterior surface or a manufacturer's brochure showing a picture of the exterior surface and specifications.
- Windows** – indicate window frame material – wood, vinyl or aluminum – size, style finish and all colors.
- Exterior Doors** – indicate material – wood or metal – size, style finish and all colors.
- Roofing material** – bring sample of the roofing material and manufacturer's name and the color of the roofing material.
- Other exterior detail – OTHER EXTERIOR DETAIL NOT LISTED ABOVE.** Provide sample of the detail along with the manufacturer's name and specifications.

DEMOLITION Applicant must furnish:

- \$75.00 processing fee. Cashier Check only – Made out to Main Street Rogers.**
- Structural Report by a licensed Engineer or Architect.**
- Environmental Assessment Report.**
- Photos of the building. (Please provide 11 copies).**
- Estimates from two (2) Contractors of cost of rehabilitation and demolition.**

Certificates of Appropriateness are effective immediately upon issuance. Work approved must begin within 12 months of approval. If the Certificates of Appropriateness expires, your project must be resubmitted for approval. Any work done outside the scope of the Certificates of Appropriateness renders it null and void.

I hereby certify I am the owner, agent of the owner, or other person in control of the property and that the information given herein, and as shown on the application and Certificate of Appropriateness, is true and that I am authorized to obtain this Certificate of Appropriateness. I understand that if the construction and/or installation for which this Certificate of Appropriateness is issued, is contrary to the requirements of city codes or regulations, violations must be corrected. Approval by the Historic District Commission does not excuse the applicant, owner or agent from compliance with any other applicable codes, ordinances or policies of the City of Rogers.

UPON APPROVAL OF COMMISSION, ALL APPLICANTS MUST PURCHASE A PERMIT FROM THE CITY BUILDING INSPECTOR.

PENALTIES: Violation of the ordinance constitutes a misdemeanor, and violators upon being found guilty shall be fined not less that \$10 or more than \$500. Each day that a violation continues to exist shall constitute a separate offense**/ (Reference State Act 14-172-2 04) If cited for violation, applicant may appeal in court)

Notices of hearing on all Category III applications must be mailed to adjacent property owners (and copy to applicant) at least 10 days prior to the date of the hearing, plus a notice of the Historic District Commission hearing must be published at least 1 time in a newspaper serving the population of Rogers at least 15 days prior to the hearing date. A notice will also be posted on the property. Applicant will be required to pay a \$75.00 processing fee, which must be submitted with the Certificate of Appropriateness, on all Category III applications to cover the cost of the notices above.

SIGNATURE OF PROPERTY OWNER

DATE

SIGNATURE OF APPLICANT

DATE

HDC USE ONLY

This is a Category I _____, Category II _____, Category III _____, project.

Application is: Approved _____ Denied _____ Deferred _____

Reason(s) for approval, denial or deferral _____

Signature of Rogers Historic District Chair

Date Action Taken

Historic Commission Official

Date of Issuance

Expiration Date

Explanation of Categories

CATEGORY I – ORDINARY MAINTENANCE

Ordinary Maintenance – Exterior Repairs with **NO** change in design, color, material or outer appearance.

Repainting structure same color(s) and/or minor repairs with no additions or removals, such as replacing rotted porch flooring, replacing rotting or damaged exterior surface and/or trim, replacing rusted screening or surface-mounted gutters, replacement roofing of same type and color, or essentially similar work.

Ordinary Maintenance Requirements –

1. Information sheet must be filed with the Historic Commission of the City of Rogers, before work begins.
2. There is no waiting period for Ordinary Maintenance.
3. Information sheet must contain a complete description of work to be done. Any work performed beyond ordinary maintenance is subject to action by the Historic District Commission.

CATEGORY II

Category II – Exterior changes **NOT** materially affecting surrounding property owners.

Repainting structure in original or authentic (correct for time period of original construction) colors; and/or restoring to original design or appearance, including minor removals (such as removing porches or enclosures not part of the original structure) or addition (such as reconstruction of original porches, railings or ornamental trim) or essentially similar work, which does not materially affect surrounding property owners (change character of neighborhood).

Category II – Application Requirements

1. Application must be filed with the Historic Commission of the City of Rogers at least seven (7) days prior to the next regular meeting of the Historic District Commission. (Please provide 11 copies of color photos &/or drawings).
2. Applicant must not begin work covered under the application until the Historic District Commission has reviewed and approved the application.

CATEGORY III

Category III – Exterior changes materially affecting surrounding property.

Construction of new additions which previously never existed, building new or demolishing outbuildings; removing original portion or detailing from a building – such as doors, windows, or ornamental trim that was part of the original structure; demolishing a building over fifty (50) years old, or other essentially similar changes, which materially affects surrounding property owners.

Category III – Application

1. Application must be filed with the Historic Commission of the City of Rogers at least twenty-one (21) days prior to the next regular meeting of the Historic Commission. . (Please provide 11 copies of color photos &/or drawings).
2. Applicant must *not* begin work covered by the application until the Commission has reviewed and approved the application.
3. The Historic Commission is required to place a sign on the property announcing a public hearing fifteen (15) days prior to the hearing date. The sign will be removed after the public hearing.
4. A notice of the Historic District Commission hearing must be published at least one (1) time in a newspaper serving the population of Rogers, at least fifteen (15) days prior to the hearing date. The Historic Commission will handle these notices.
5. Applicant is required to notify anyone who owns property, within a three hundred (300) foot radius of the property of the public hearing by certified mail, with return receipt requested at least ten (10) days prior to the date of the hearing. (See Notice of Public Hearing Sample). Bring the receipt cards and any retuned mail, along with a list of all recipients, to the public hearing and remit items to the commission staff. In order to obtain the list of property owners; submit the legal description of the property to an abstract company.
6. The Public Hearing will be held during a regularly scheduled Historic District Commission meeting. The Commission meets on the third Wednesday of the month at 4:00 pm. A representative is required to attend the public hearing to answer any questions from the Historic District Commission.
7. Applicant will be required to pay the costs of the required notices above. A processing fee of seventy-five dollars (\$75) *must* be submitted with the Certificate of Appropriateness application. This fee covers the cost of required notices in publications.