

**APPLICATION FOR
EXEMPTION FROM CERTIFICATE OF APPROPRIATENESS
JEFFERSON HISTORIC DISTRICT
FOR
MAINTENANCE AND REPAIR**

APPLICANT AND PROPERTY OWNER ADDRESS AND CONTACT INFORMATION

Property Owner (Name and Complete Address:)

Phone: _____

Fax: _____

E-Mail: _____

PROPERTY INFORMATION

Name of Historic District: _____

Existing Use of Property: _____

Tax Map/Parcel Number _____ Acreage: _____

Address of Property: _____

Subdivision Name and Lot Number: _____

REQUESTED MAINTENANCE AND REPAIR

Describe your maintenance and/or repair activity:

Photographs. Submit photos of all sides of the existing building(s) or structure(s), and landscape(s) affected.

SIGN AND RETAIN A COPY OF THIS STATEMENT FOR YOUR RECORDS:

1. I HEREBY APPLY FOR AN EXEMPTION FROM THE REQUIREMENT OF A CERTIFICATE OF APPROPRIATENESS UNDER SEC. 21.5.2 OF THE LAND USE MANAGEMENT CODE.

2. I HEREBY CERTIFY THAT THE WORK DESCRIBED IN THIS APPLICATION IS FOR ORDINARY MAINTENANCE AND/OR REPAIR AND DOES NOT OR WILL NOT RESULT IN A “MATERIAL CHANGE OF APPEARANCE” AS DEFINED BELOW.

“Material change in appearance: A change that will affect either the exterior architectural features or exterior environmental features of an historic property or any structure, site or work of art within an historic district, and may include any on or more of the following: A reconstruction or alteration of the size, shape, or façade of an historic property, including any of its architectural elements or details; demolition of an historic structure; commencement of excavation for construction purposes; a change in the location of advertising visible from the public right-of-way; the erection, alteration, restoration, or removal of any building or other structure within an historic property or district, including walls, fences, steps and pavements, or other appurtenant features.”

3. I UNDERSTAND THAT THE MAINTENANCE AND/OR REPAIR WORK IS SUBJECT TO OBTAINING THE PROPER PERMIT(S), IF REQUIRED, AND IS ALSO SUBJECT TO INSPECTION AND ENFORCEMENT.

4. I UNDERSTAND THAT ANY MATERIAL CHANGE IN APPEARANCE REQUIRES A CERTIFICATE OF APPROPRIATENESS AND THAT WORK MAY BE STOPPED BY THE CITY AT ANY POINT THAT A MATERIAL CHANGE OF APPEARANCE IS EVIDENT, UNTIL THE PROPER APPROVAL IS GRANTED.

Signature of Property Owner

Print Name of Property Owner

APPROVAL:

THIS EXEMPTION IS GRANTED WITH THE UNDERSTANDING THAT THE APPLICANT’S ORDINARY MAINTENANCE AND/OR REPAIR ACTIVITIES ARE PERMITTED ONLY IF THERE IS NO CHANGE OF EXTERIOR APPEARANCE.

Jefferson Planning & Development Department

Date of Approval: _____