

City of Natchitoches
HISTORIC DISTRICT COMMISSION

Sharon Gahagan, Chair
Dr. Steve Horton
Jared Dunahoe
Drake Owens

Dr. Virginia Crossno
Marion Salter
Melissa Robinson

HISTORIC DISTRICT COMMISSION OFFICE

Shontrell Roque
Liaison for the City of Natchitoches

Application for a Certificate of Appropriateness may be obtained at the Historic District Commission Office located at 700 Second Street. Phone 357-3840.

Applications must be submitted to the office one week (five working days) prior to the date of the next commission meeting. The Historic District Commission meeting is held the first Monday evening of each month at 5:00 p.m. at the Natchitoches Arts Center, 716 Second St.

Applications must be accompanied with the appropriate information, i.e. photographs, paint color samples, plan specifications and elevations. All applications shall include a color photograph of the dwelling or structure for which the applicant is seeking a permit. Incomplete applications will not be processed.

APPEALS: Appeals of the decision of the Historic District Commission shall be in accordance with the Natchitoches Code of Ordinances - Chapter 2, Article VIII.

**City of Natchitoches
HISTORIC DISTRICT COMMISSION
APPLICATION
For Certificate of Appropriateness**

PLEASE PRINT

Date _____

Property owner _____

Mailing address of owner _____

Name of applicant _____

Mailing address of applicant _____

Site Address _____

Property dimension (for sign applications) frontage _____

Applicant Signature _____ Phone# _____

APPLICATION FOR:

- 1. Minor Repair 0
- 2. New construction, Extensive Renovation
or repair of existing structure 0
- 3. Painting renovation only 0
- 4. Signs Only 0
- 5. Demolition 0
- 6. Other (Specify) 0

I/We hereby agree to comply with the provisions of all ordinances applicable to the above, which is further detailed on plans attached hereto. It is also agreed that any code requirements omitted during initial plan review will be complied with immediately upon notice.

Please Note: The deadline to submit an application is one week (5) working days prior to the meeting date. Return this application to the Historic District Commission Office, 700 Second Street. The Historic District Commission meets the first Monday of each month at 5:00 p.m. The applicant or a representative **must** be present at the meeting to present the application.

**HISTORIC DISTRICT
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

CRITERIA FOR: New Construction, Extensive Renovation, Repair of Existing Structures:

In order that the Review Board may render a decision quickly and fairly, applicants should prepare the following for presentation to the Board:

- I. A set of plans and/or renderings showing all exterior elevations including the following:
 - a. Overall dimensions.
 - b. Type of materials to be used on walls, roofs, windows, trim, etc. (Submit samples if possible)
 - c. Elevation details where applicable.
 - d. Screening for utilities, etc.
 - e. Color samples of exterior finishes.
 - f. Photographs (if existing structure)
2. Site plans with dimensions, proposed fences, accessory buildings, parking facilities, exterior lighting, etc.
3. Renderings of signs with lettering, colors, and lighting to be used. (See application for signs).
4. Finished Architectural Plans for the above are not necessary for presentation to the Commission but drawings of such a quality as to clearly indicate owner's intent are necessary.
5. Minor repairs: provide a written description of the minor work to be done.

NOTE: Two (2) sets of plans shall be presented to the Historic District Commission and are required to be printed on paper larger than 8 1/2" by 14".

**HISTORIC DISTRICT
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

CRITERIA FOR: Minor Repair

Application for Permit in Historic District

In order that the Review Board may render a decision quickly and fairly, applicants should prepare the following for presentation to the Board:

MINOR REPAIRS:

Provide in space below a written description of the minor work to be done.

NOTE: We are requesting two (2) copies of any plans presented to the Historic District Commission that are printed on paper larger than 8 ½" by 14"

**HISTORIC DISTRICT
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

CRITERIA FOR: Signage

- I . Renderings of the proposed sign, showing:
 - a. Total area of sign. Allowance is thirty (30) square inches sign surface area to each foot of lot frontage. Sample of lettering to be used.
 - b. Colors to be used.
 - c. Type of support or standard.
 - d. Proposed lighting (internally illuminated, neon or flashing, portable or changeable letter signs are not permitted)
 - e. Provide photograph if corporate sign.
 - f. A to scale-drawing showing dimensions (height, width, single or double-sided, etc.)

**HISTORIC DISTRICT
APPLICATION FOR CERTIFICATION OF APPROPRIATENESS**

CRITERIA FOR: Painting Renovation

1. Photographs of structure (color)
2. Samples of pain colors to be used.
 - a. Main building
 - b. Trim or decorative features
 - c. Any other area, such as foundation, walls, shutters, etc.

--	--	--

A

B

C

**HISTORIC DISTRICT
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

CRITERIA FOR: Demolition Permit

In order that the Review Board may render a decision quickly and fairly, applicants should prepare the following for presentation to the board:

1. Photographs of the building to be demolished.
2. Statements of purpose of the demolition, with reference to the future land use of the site.
3. Statement of purpose of the demolition with reference to the economic feasibility of removing the structure as opposed to restoration of structure.

**HISTORIC DISTRICT
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

CRITERIA FOR: Historic Structure Markers

In order that the Review Board may render a decision quickly and fairly, applicants should prepare the following for presentation to the board:

(Provide in space below a written description of)

1. Location and address of structure
2. Name of structure, if any
3. Owner
4. When build and documentation. if available
5. Type of construction i.e. bousillage. frame, brick
6. Current and/or old photographs of structure
7. Brief statement of significance (architectural and/or historical)

HISTORIC DISTRICT APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

CRITERIA FOR: Operation of horse-drawn carriage

In order that the Review Board may render a decision quickly and fairly, applicants should provide the following for presentation to the Board:

1. Information setting forth the characteristics of the vehicle including its dimensions, weight, passenger capacity and plans for lighting.
2. Specifications for proposed signs to be displayed.
3. Proof of liability insurance (amount not less than One Hundred Thousand (\$100,000) Dollars to cover property damage.
4. Written statement setting forth a schedule of rates to be charged for transportation, hours of operation proposed, time period for which approval is requested.
5. Detailed arrangements for the permanent collection of waste and the disposal thereof.
6. Identification card on each horse signed by a licensed veterinarian which shall include:
 - (1). The date of the last physical examination of the horse;
 - (2). A description of the horse, including breed, sex, age, height, approximate weight, color, markings, name of the horse, and any other information that may facilitate identification of the horse;
 - (3). The stamina and physical condition of the horse;
 - (4). Any condition that might restrict or affect the use or movement of the horse;
 - (5). Four separate and unobstructed color photographs of the animal (front, two sides and rear);
 - (6). An identification or registration number;
 - (7). The name, address and telephone number of the establishment where the horse is stabled and;
 - (8). The name, address and telephone number of the owner of the horse.

Note: It shall be the responsibility of the owner or operator upon approval by the Historic District Commission to secure the appropriate itinerant vendors permit or occupational license as required to conduct business in the City of Natchitoches.