



**HISTORIC PRESERVATION**  
**CERTIFICATE OF APPROPRIATENESS**  
Application Submittal Checklist

The City of Richmond celebrates its history. The remaining sites and structures of architectural and/or historic significance enhance the city's character and contribute to a sense of place. The City's Historic Preservation Commission (HPC) is established to identify historic resources, assist in the creation and implementation of regulations for Historic Districts and Landmarks in accordance with Article 15.04.303, and review, approve, approve with conditions, or deny all proposed projects involving major alterations to historic resources.

The HPC's primary tasks are to maintain the Richmond Historic Register (RHR) which lists a variety of resources with historical significance, review projects that may affect designated or potential Historical Resources, Historic Landmarks, and Historic Districts, and work with property owners, businesses, and citizens on preservation, maintenance, and other development activities related to the City's listed and potential historical resources. The HPC is empowered with advisory and discretionary responsibilities; it advises the City Council regarding listing archaeological resources, historic resources, and historic districts within the City and has discretionary authority of projects involving individually designated and/or contributory to a listed historic district within the City.

**The following materials are required at minimum** in order to submit an application for a Certificate of Appropriateness. Additional materials may be required by the Community Development Director depending on the complexity of the project.

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- PLANNING APPLICATION FORM**
  - PLANNING AND ENVIRONMENTAL REVIEW FEES**
  - HISTORICAL RESOURCE EVALUATION AND/OR SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES ANALYSIS**
  - SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW**
    - 1 full-sized set of plans at 24" by 36"
    - 1 reduced-sized set of plans at 11" by 17"
  - TITLE SHEET** - Include:
    - Title block with the project name, address, assessor's parcel number and contact information
    - Project description with a proposed scope of work
    - Vicinity map with north arrow, project location and major cross streets
    - Data table with the general plan designation, zoning district, lot size and lot width, as well as the existing and proposed total floor area, building height, lot coverage, and number of parking spaces
  - SITE PLAN** (1'-0" = 1/8" min. scale) - Show:
    - Property boundaries and dimensions
    - Footprints, dimensions and setbacks of existing/proposed structures, decks, stairs and patios
    - Slope and direction of existing/proposed roofs
    - Adjacent streets, sidewalks, curbs, curb cuts, driveways, parking spaces, walks and landscaping
    - Existing/proposed trash enclosures, storage areas, fences and fence heights, mechanical equipment
    - Easements and waterways, if any
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- LANDSCAPE PLAN** (1'-0" = 1/8" min. scale) - Show:
  - Applicable site plan information, plant arrangement, table with plant names (common and botanical), quantities and sizes, method of irrigation
  - Location and design details of all hardscapes, site furnishings, trash enclosures and storage areas
  - Location, height, and partial architectural elevations of all fences
  - Location of utility fixtures, meters and boxes
  - Location of all site light standards
  
- FLOOR PLAN** (1'-0" = 1/8" min. scale) - Provide a floor plan of all existing/proposed floors with all rooms, dimensions and floor sizes labeled.
  
- ELEVATIONS** (1'-0" = 1/4" min. scale) - Show:
  - Exterior features and openings including roofing, roof eaves, roof brackets, siding, doors, trim, sills, windows, vents, gutters, downspouts, scuppers, skylights, chimneys, fences and railings
  - Window and door types, sizes, models and colors
  - Type, finish, material and color of exterior surfaces
  - Exterior mechanical equipment
  
- STREET ELEVATION** (1'-0" = 1/4" min. scale) - If the project involves more than a single-story addition, provide a fully dimensioned street elevation showing the proposed project in context with existing buildings on abutting lots. Building outlines are sufficient for abutting building elevations.
  
- BUILDING CROSS SECTIONS** (1'-0" = 1/4" min. scale) - Provide critical building cross sections, including at least one cross-section passing through the tallest portion of the building. Include the floor plate and roof plate elevation heights.
  
- GRADING PLAN** (1'-0" = 1/8" min. scale) - If the project involves more than 50 cubic yards of soil disturbance, provide a grading plan prepared by a licensed surveyor, architect or engineer. Include a summary table of all proposed excavation, fill, and off-haul volumes.
  
- MATERIAL SAMPLES EXHIBIT** (11" by 17" foam board(s)) - If the project involves new exterior materials, provide an exhibit with samples of proposed materials such as siding, trim, detailing and roof materials. Identify the manufacturer, product, identification numbers and other pertinent information on the exhibit. If the project involves no change in existing exterior materials, the materials can be labeled on the building elevations.
  
- COLOR SAMPLES EXHIBIT** (11" by 17" foam board(s)) - If the project involves new exterior colors, provide an exhibit with samples of the proposed color palette. Identify the manufacturer, product, identification numbers and other pertinent information on the exhibit. If the project involves no change in existing exterior colors, the colors can be labeled on the building elevations.
  
- PHOTO EXHIBIT** - Provide an exhibit with several photos of the subject site and buildings on abutting properties. Label all photos with addresses. Photos may also be included as a separate sheet on the project plans.

- PLANNING DIVISION USE -	
Project:	Notes:
Location:	
Staff :	
Date:	