



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Certificate of Appropriateness Application		
Contact Info	Property Owner	Applicant (If different from property owner)
	Name	
	Address	
	Zip	
	Phone	
	Email	
<i>The applicant will be the primary contact unless otherwise noted.</i>		
Property Info	Property Address	
	Parcel No	
	Legal Description	
	Property Size	Zoning
Project Information	General Information	
	Name of structure	
	Short description of the proposed work	
	Type of Historic Registry (check one) National State Local	
	Scope of work (Mark all that apply and attach a detailed description as Attachment A)	
<input type="checkbox"/> New construction <input type="checkbox"/> Signs		
<input type="checkbox"/> Addition, % of existing = _____% <input type="checkbox"/> Reroof		
<input type="checkbox"/> Modification <input type="checkbox"/> Demolition		
<input type="checkbox"/> Paint <input type="checkbox"/> Maintenance of stone or brick		
<input type="checkbox"/> New Colors <input type="checkbox"/> Certificate of economic Hardship		
<input type="checkbox"/> Repaint same colors <input type="checkbox"/> Lighting		
<input type="checkbox"/> Paint removal <input type="checkbox"/> Other: _____		
<input type="checkbox"/> Awning 		
<input type="checkbox"/> Replace or add windows or doors 		
Project Information	Existing Building Information	
	Year built	Total square footage
	Storefront width	
	Height	
	Materials	



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Project Information	Proposed Construction Information		
	Area		
	Height		
	Materials		
	Additional information regarding the specific request		
	Attachment Checklist		
The following list of attachments are required to accompany all application:			
<input type="checkbox"/> A. Site plan detailing the request (Refer to site plan requirements sheet.) <input type="checkbox"/> B. Application if required <input type="checkbox"/> C. Photographs <input type="checkbox"/> D. Color samples <input type="checkbox"/> E. Additional information to justify the request.			
Terms	By signing below, the property owner and applicant are representing that each understands and agrees to the following terms:		
	<ol style="list-style-type: none"> Authorized personnel from the Town of Elizabeth are hereby granted the right to enter the subject property for the purposes of reviewing and processing the application. There are no known hazards or vicious animals present on the subject property. All information contained in this application is true and accurate to the best of my knowledge. The Town of Elizabeth is under no obligation to approve the request contained in this application. No promises of approval are conveyed with the acceptance of this application. It is highly recommended that a licensed surveyor completes a property survey before any construction takes place. The property owner is responsible for any construction that takes place within the boundaries of their property. The town may require any construction built outside of the property legal boundaries or within any setbacks (by intent or error) be removed at the owner's expense. 		
Signatures	Property Owner		
	Print Name		
	Signature		Date
	Applicant, if difference from Property Owner		
	Print Name		
	Signature		Date

Office Use Only	Community Development Review	
	Application received by (Staff member)	Date
	Hearing date	Project #
	Application reviewed by	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Administrative Approval
	Date	