

**Community Development Department  
Planning & Zoning**

Phone: 816-630-0756; Fax: 816-630-9572



**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Case No. _____ Administrative <input type="checkbox"/> HPC <input type="checkbox"/> (for office use only)
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Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Name of Owner (if different from Applicant) \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

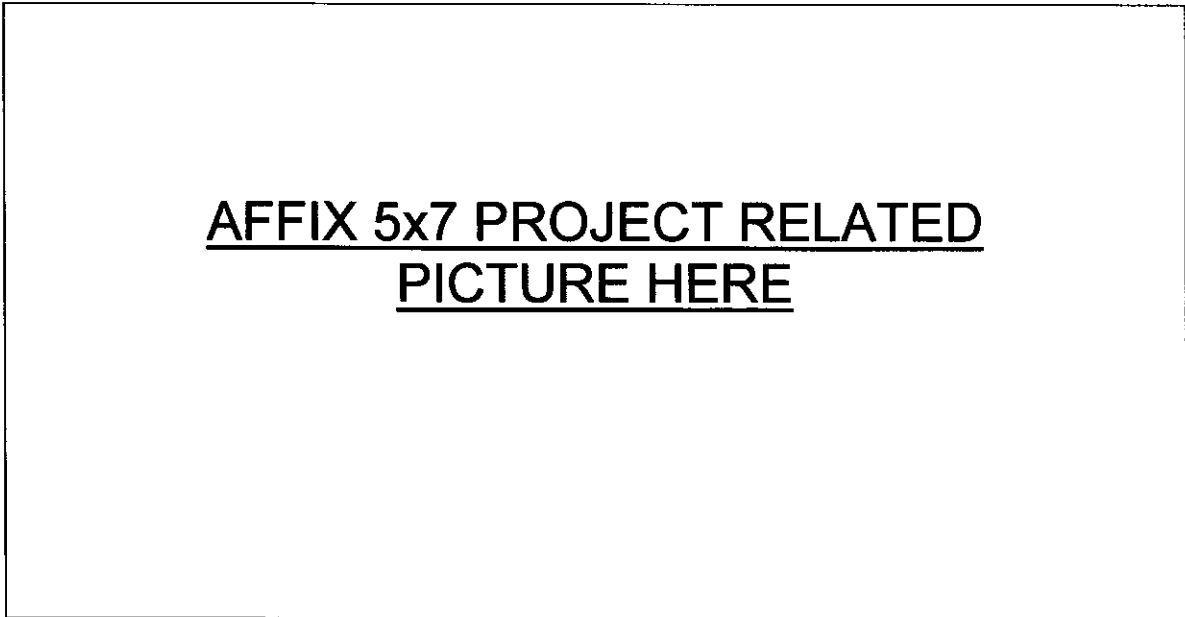
Telephone No.: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Hall of Waters Historic District, Local Landmark, Other: \_\_\_\_\_

• *If Federal or State permits, licensing, or monies are included in the project, a review by the State Historic Preservation Office (SHPO) may be required in conjunction with city review. If applicable, attach a list of Federal or State permits, licensing or funds involved in the project.*

**Check all that apply:**

Contributing  Non-contributing  Commercial  Residential  In-fill



**AFFIX 5x7 PROJECT RELATED  
PICTURE HERE**

## **INSTRUCTIONS FOR COMPLETING AND FILING THE CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION**

Applications may be submitted to the Community Development Department, Planning Department located at 201 E. Broadway at any time between the hours of 7:30 A.M. and 4:30 P.M., Monday through Friday. The Historic Preservation Commission will act on the application at the next available meeting. Historic Preservation Commission meetings are held on the second Wednesday of each month at 4:00 P.M. in the Council Chambers, second floor of the Hall of Waters, 201 E. Broadway. A completed application accompanied by a \$25 fee is required to process any application that requires Historic Preservation Commission approval. Please make checks payable to: The City of Excelsior Springs. Please print or type all of the required information to ensure that the application is promptly expedited. Please return application to:

Planning & Zoning Director  
City of Excelsior Springs  
201 East Broadway  
Excelsior Springs, Missouri 64024

It is strongly recommended that the applicant arrange a meeting with the Planning & Zoning Director prior to submitting an application for Certificate of Appropriateness. City staff can be reached at 816-630-0756. It is strongly recommended that the property owner or authorized agent attend the Historic Preservation Commission meeting when the COA is reviewed.

The applicant agrees that all work performed in conjunction with a Certificate of Appropriateness will be in conformance with the Design Guidelines and *The Secretary of the Interior's Standards/Guidelines* if not otherwise specified in approval of the Certificate. Applicants are encouraged to refer to the Historic Preservation Design Guidelines developed for the Hall of Waters Historic District located on the Historic Preservation Commission's web site at [www.eshpc.org](http://www.eshpc.org). All work will be fully and completely described in this application and no changes or additions will be made without approval of the Historic Preservation Commission or by the granting of a new Certificate of Appropriateness.

### **INSTRUCTIONS:**

1. All applications must include a written PROPERTY DESCRIPTION. In the space provided or on additional sheets, describe the nature and extent of the proposed work. Include a listing of materials and dimensions when applicable. Provide sufficient detail to allow the Historic Preservation Commission to make an informed decision regarding appropriateness. Scaled drawings, or drawings stamped and signed by a licensed engineer or architect in the state of Missouri are not necessarily required unless a building permit is required for the proposed project. However, all other drawings must accurately



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Application should be submitted to the office of the Planning & Zoning Department, located on the mezzanine floor of the Hall of Waters, 201 East Broadway Avenue. For further information, contact the Planning Director at (816) 630-9594.

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**Signature of Applicant**

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**Reviewed, Planning & Zoning Director**

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**Reviewed/Approved, HPC Chairman**

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**Reviewed/Disapproved, HPC Chairman**

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**Approved/Building Official**

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**Disapproved/Building Official**