



MUST BE FILED IN PLANNING & HOUSING OFFICE

BY 9:00 A.M. ON: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_

Effective Date: November 29, 2022

# Certificate of Appropriateness

## *Application Packet*

1. **Application Packet** Complete and submit **all the required materials** that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

The Application Packet for a Certificate of Appropriateness includes the following:

- Application Form
- Checklist

2. **The Process** The process for obtaining a Certificate of Appropriateness involves the following steps:

- A **Pre-Application meeting** with planning staff to discuss applicable design guidelines and other pertinent regulations is recommended.
- **Submit** the Application Packet and associated materials to the Planning and Housing Department:  
Department of Planning and Housing  
City of Ames  
515 Clark Avenue Room 214  
Ames, Iowa 50010
- Applications for **Administrative Approval can be approved by City staff** without action by the Historic Preservation Commission.
- **City staff prepares a Commission Action Form** for the Historic Preservation Commission analyzing the request of the Certificate of Appropriateness in relation to adopted design guidelines, design criteria, and other applicable regulations of the City of Ames.
- The **Historic Preservation Commission considers the application for a Certificate of Appropriateness and approves the application as proposed, approves the application with modifications, refers the application back to the applicant and/or City staff, or denies the application.**
- **A decision by the Historic Preservation Commission may be appealed to the City Council within 30 days of that decision.** The City Council shall determine whether the Commission exercised its powers in accordance with the applicable laws and ordinances and whether the Commission's action was patently arbitrary.

- The approval of any application for a Certificate of Appropriateness shall be effective for one (1) year from the date of approval by the Historic Preservation Commission or by the Department of Planning and Housing (in the case of Administrative Approvals). Building permits shall be issued within the one (1) year approval period and construction shall commence within one (1) year of approval of the Certificate of Appropriateness. If work has not begun within 12 months and there are no changes to that proposal, City staff may approve a one (1) year extension.
3. **Commission Meetings** The Historic Preservation Commission regularly meets on the **second Monday of the month** at 6:00 p.m. in the City Council Chambers.

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,  
PLEASE CONTACT THE DEPARTMENT OF PLANNING AND HOUSING.**

Phone: 515-239-5400  
E-mail: [planning@cityofames.org](mailto:planning@cityofames.org)

# Certificate of Appropriateness

## *Application Form*

(This form must be filled out completely before your application will be accepted.)

1. **Property Location** for this request for a Certificate of Appropriateness: \_\_\_\_\_

\_\_\_\_\_

2. **Existing and Proposed Use of the Property:** \_\_\_\_\_

\_\_\_\_\_

3. **Property Owner:** \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. **Applicant:** \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. **Contact Person:** \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Obtaining approval of this Certificate of Appropriateness does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, IDOT access permits, etc.

*I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ames and have submitted all the required information.*

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Property Owner(s)**

\_\_\_\_\_  
**Print Name**

*Note: No other signature may be substituted for the Property Owner's Signature.*

# Certificate of Appropriateness

## *Checklist*

This form must be filled out completely and the following information is required as part of the submittal of a request for a Certificate of Appropriateness. Please attach your answers to each item.

- ☐ A **written statement** that shall include the following:
  - ☐ Description of the project
  - ☐ Types of materials to be used
  - ☐ Dimensions of proposed alterations and new construction
  - ☐ Architectural style of alterations and new construction.
- ☐ **Photographs** showing the existing condition of all structures and areas of the property proposed for alterations and/or new construction.
- ☐ **Drawings and/or manufacturer's information**, illustrating the design of proposed alterations and new construction.
- ☐ For all new buildings, additions, and fences, a **Site Plan**, drawn to scale, on a sheet no larger than 11 x 17 inches, **including the following information:**
  - ☐ Date of preparation
  - ☐ North arrow
  - ☐ Scale
  - ☐ Property address
  - ☐ Name and address of the property owner(s)
  - ☐ Name and address of the applicant
  - ☐ Name and address of the person of firm preparing the Site Plan
  - ☐ Dimensions of all property lines, structures, existing setbacks and distances between structures, and paved surfaces to the nearest one-tenth (1/10) of a foot
  - ☐ Locations of all existing and proposed structures, additions to structures, and paved surfaces, including all buildings, fences and other structures on the property
  - ☐ Exterior elevations for all proposed buildings and additions, showing all sides of the proposed construction
  - ☐ Other pertinent information necessary to fully understand the need for a Certificate of Appropriateness. (e.g., significant change in topography, location and size of mature trees, etc.)