



City of Ocean Springs

Historic Preservation Commission

1018 Porter Ave /PO Box 1800 Ocean Springs, MS 39564

(228) 875-4415

— CERTIFICATE OF APPROPRIATENESS APPLICATION —

Application Date: _____

[Applications are due by the 7th of each month for consideration the FOLLOWING month.]

APPLICATION FEE: \$51.00 – Cash, Check (Payable to CITY OF OCEAN SPRINGS), C/C – 3% fee
\$1.00 fee is per Ordinance 2022-17 following requirements of Section 25-60-5 MS Code Annotated
***** **APPLICANT MUST ATTEND HEARING** *****
applicant responsible for all public mailer fees

Property Address: _____

Property Owner(s): _____

Parcel ID Number: _____ **Approximate Age of Home:** _____

ACCESS: Upon application submittal, City Officials and HPC Members are authorized to enter property to view proposal unless checked below.

Check here if City Officials and HPC members DO NOT have permission to enter property.

Applicant [Check one]: Architect Contractor Owner Other _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Property Owner [if Different]:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

DIRECTIONS: Check box which best represents your request (more than one box may be checked), and **ATTACH** the corresponding checklist to help ensure a complete application.

| | |
|---|---|
| <input type="checkbox"/> New Construction, Additions, Extensive Renovation / Repair | <input type="checkbox"/> Landscaping and Site Improvements (i.e. Fencing) |
| <input type="checkbox"/> Minor Renovation / Repair | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Exterior Painting (Contributing Structures Only) | <input type="checkbox"/> Demolition |

PLEASE CHECK DISTRICT/LISTING

| | | |
|---|--|---|
| <input type="checkbox"/> BOWEN | <input type="checkbox"/> MARBLE SPRINGS | <input type="checkbox"/> SHEARWATER |
| <input type="checkbox"/> INDIAN SPRINGS | <input type="checkbox"/> OLD OCEAN SPRINGS | <input type="checkbox"/> SULLIVAN-CHARNELY |
| <input type="checkbox"/> LOVER'S LANE | <input type="checkbox"/> RAILROAD | <input type="checkbox"/> INDIVIDUAL LISTING |

Requirements:

- PROOF OF OWNERSHIP REQUIRED
- All work in the Historic District OR on Individually Listed Structures must comply with the *City of Ocean Springs Historic District Design Guidelines*. The Guidelines are available at City Hall and for review at the Ocean Springs Library. This form must be completed in its entirety, with any attachments, before Historic Preservation Commission (HPC) consideration will be scheduled. Incomplete applications can result in project delays.
- Architectural plans and rendering are encouraged; if not available, roughly scaled and dimensional drawings will suffice. Documentation must be provided in a format that can be easily copied for the design process. Architectural drawing, construction details, landscape plans, etc., should be printed on paper no larger than 11" X 17". HPC is concerned with exterior features. Interior floor plans and features are not necessary.
- **SIGN:** A sign will be placed in the front yard of the property prior to the HPC meeting to notify surrounding property owners of pending application. If the sign is not returned a \$ 25.00 fee will be assessed with the building permit.

Notes:

- Certificate of Appropriateness (COA) remains in force for two (2) years and may be extended for one (1) additional year. However, if a period of one (1) year passes and no initial construction has occurred, the COA is voided, and a new application must be submitted and approved before work may begin.
- Certificate of Appropriateness does not relieve the Property Owner from the responsibility of obtaining any other required permits. Building and other permits may be required, even if a COA is not required. For more information contact the Building Department at (228) 875-6712.
- The information on this application represents an accurate description of the proposed work and the undersigned has omitted nothing which might affect the decision of the Commission. The undersigned hereby certifies that the project described in the application, as detailed by plans and specification attached, will be constructed in exact accordance with aforesaid plans and specifications. It is understood that a Building Permit will be required in addition to the Certificate of Appropriateness. Oath not required, but answer subject to rules of perjury.

Printed Name of Owner

Signature of Owner

Printed Name of Authorized Agent

Signature of Authorized Agent

Date

******* APPLICANT MUST ATTEND HEARING *******

— CERTIFICATE OF APPROPRIATENESS APPLICATION —

DESCRIPTION OF REQUEST ATTACHMENT FOR:

MINOR RENOVATION OR REPAIR

NOTE: Architectural plans and rendering are encouraged; if not available, roughly scaled and dimensional drawings will suffice. Documentation must be provided in a format that can be easily copied for the design process. Architectural drawing, construction details, landscape plans, etc., should be printed on paper no larger than 11" X 17". HPC is concerned with exterior features. Interior floor plans and features are not necessary.

Required Attachments:

1. For work which includes changes to the exterior of existing buildings, the following is required:
 - a. _____ Elevations;
 - b. _____ Floor Plans; and
 - c. _____ Photographs of each face of the building to be renovated with details of the areas of work.

Description: _____

— *Attach Additional Sheets if Needed* —

— CERTIFICATE OF APPROPRIATENESS APPLICATION —
DESCRIPTION OF REQUEST ATTACHMENT FOR:

EXTERIOR PAINTING (CONTRIBUTING STRUCTURES ONLY)

NOTE: Architectural plans and rendering are encouraged; if not available, roughly scaled and dimensional drawings will suffice. Documentation must be provided in a format that can be easily copied for the design process. Architectural drawing, construction details, landscape plans, etc., should be printed on paper no larger than 11" X 17". HPC is concerned with exterior features. Interior floor plans and features are not necessary.

Required Attachments:

1. Period color schemes are encouraged; however, other colors may be acceptable. **Submit color samples for:**
 - a. Main Body;
 - b. Trim or Decorative Features; and
 - c. Accent areas such as lattice, shutters, porch, deck, etc.

Description: _____

— Attach Additional Sheets if Needed —

— CERTIFICATE OF APPROPRIATENESS APPLICATION —
DESCRIPTION OF REQUEST ATTACHMENT FOR:

DEMOLITION

NOTE: Architectural plans and rendering are encouraged; if not available, roughly scaled and dimensional drawings will suffice. Documentation must be provided in a format that can be easily copied for the design process. Architectural drawing, construction details, landscape plans, etc., should be printed on paper no larger than 11" X 17". HPC is concerned with exterior features. Interior floor plans and features are not necessary.

Required Attachments:

- a. _____ Photographs of all sides of the structure to be removed;
- b. _____ Site plan showing locations of structures, fences, walls, walkways, and protected trees;
- c. _____ Provide a sketch showing intent for the property. In considering an application for the demolition of a landmark or resource with a historic district, the following shall be considered:
 1. The individual historical or architectural significance of the resource;
 2. The importance or contribution of the resource to the aesthetics of the district;
 3. The difficulty or impossibility of reproducing such a resource because of its texture, design, material, or detail; and
 4. The proposed replacement structure and the future utilization.

Description:

— *Attach Additional Sheets if Needed* —

— CERTIFICATE OF APPROPRIATENESS APPLICATION —

DESCRIPTION OF REQUEST ATTACHMENT FOR:

SIGNAGE

NOTE: Architectural plans and rendering are encouraged; if not available, roughly scaled and dimensional drawings will suffice. Documentation must be provided in a format that can be easily copied for the design process. Architectural drawing, construction details, landscape plans, etc., should be printed on paper no larger than 11" X 17". HPC is concerned with exterior features. Interior floor plans and features are not necessary.

Required Attachments:

- a. Scaled drawings of proposed sign; and
- b. Site plan showing locations of all structures, protected trees, and proposed sign location.

Description: _____

— *Attach Additional Sheets if Needed* —