



DEPARTMENT OF
**PLANNING &
DEVELOPMENT**

City of Little Rock

Department of Planning and Development

723 West Markham Street
Little Rock, Arkansas 72201-1334
Phone: (501) 371-4790 Fax: (501) 371-4546
www.littlerock.gov



INSTRUCTIONS FOR FILING FOR A CERTIFICATE OF APPROPRIATENESS (COA)

1. The applicant (owner or authorized agent) shall provide a complete application to the Office of the Department of Planning and Development, 723 W. Markham, Little Rock, Arkansas, consisting of the required submittals below. An application must be complete at the time of filing. Any additional documents requested by Staff for clarification and review must be submitted to staff no later than three (3) weeks before the meeting date.
 - A. Cover Letter
 - B. COA Application
 - C. Photographs
 - D. List of Materials
 - E. Proof of Ownership
 - F. Other Required Submittals: (survey, site plan, scaled elevations, reports, etc.)
2. **Filing Fee:** Payment of a filing fee is required no later than the published docket closing date. Said fees are established by the City's adopted Fee ordinance (Ordinance No. 21,676). The filing fee is set at \$100.00.
3. **Submittals:**
 - A. Cover Letter
The cover letter should set forth the project rationale, the intent of use, and information to thoroughly inform the Commission on the issue.
 - B. COA Application
The application can be found on Page 5 of this packet.
 - C. Photos
Current color photographs (all elevations) of property showing its present condition. Include color photographs of adjacent structures. High resolution digital images in jpeg format preferred.
 - D. List of Materials
A complete list of proposed materials shall be submitted. Samples of materials, brochures, pamphlets, website links, or other literature shall be submitted at time of filing for proposed substitute or replacement materials.
 - E. Proof of Ownership
The applicant or representative must provide proof of ownership of the project property or complete the Certificate of Appropriateness Authorization of Representation Affidavit.
 - (1) Provide proof of ownership or authorization to pursue a COA. Valid forms proving ownership are: a current property tax bill, escrow letter, grant deed, deed of trust, mortgage statement, or tax assessment card showing ownership. Telephone bills, utility bills, or driver's licenses as proof of ownership are not acceptable.
 - (2) If Renting Property: Current lease or rental agreement AND a notarized statement from the property manager or property owner for you to pursue a COA.
 - F. For New Construction, Additions or Modifications to Existing Structures, or Moving a Building into the District
 - (1) The owner or authorized representative of any infill project (new principal buildings) are required to file for Pre-Application Review. Infill is the addition of a principal structure to a vacant lot. Preapplication Review meetings are strongly recommended for all other projects.

- (2) Scaled drawings shall include: Site plan or Survey showing all current and proposed improvements including all driveways, parking areas, sidewalks, fences, property lines, and outbuildings; Floor plan for understanding development; and Scaled elevations showing proposed appearance and its relationship to adjacent and nearby buildings.
- (3) The owner/applicant shall submit one set of scaled drawings, either hard copy or digital (PDF or another approved format). Digital submittals are preferred. Illegible or incomplete drawings will not be accepted.
- (4) All building materials described in the Design Guidelines should be noted on the drawings, including but not limited to: doors, windows, awnings, steps, railings, walls, roofs, gutters, chimneys, foundations, decks, lighting, fences, parking areas, HVAC equipment, solar panels, and signage.
- (5) A description of materials for all exterior surfaces listed above shall be provided to Staff at time of filing. Web site addresses are appropriate but cut sheets of individual materials are preferred.

G. For Demolitions Only

Submittals include but are not limited to the following:

- (1) Copies of engineering reports to show soundness of structure.
- (2) Copies of termite inspection to show infestation levels.
- (3) Other engineering or professional reports to show cause for demolition.
- (4) Other reports to demonstrate financial hardship.

4. **Public Notice Requirements:** After properly filing the application and paying the fee, the applicant shall give notice as required below. The cost of these notices shall be borne by the applicant. (NOTE: This notice is not a petition of approval or disapproval.)

A. Certified Mail & Public Notice Letter

Before the Historic District Commission shall consider a COA application, the petitioner for such action shall first give not less than ten (10) days prior to the docketed hearing written notice of the time, place, and date of public hearing thereon to all record owners of property situated within 200 feet thereof as certified by a licensed abstractor. The "Notice of Public Hearing" form on Page 6 of this packet may be used for this purpose. Said notice shall be sent by certified or registered mail to the last known address of such record owner(s).

B. Return Receipt

Send the required notice by certified mail return receipt requested. The address on the back of the PS Form 3811 Domestic Return Receipt shall be: "HDC File Number, Historic District Commission, Planning and Development, 723 West Markham, Little Rock, Arkansas 72201-1334." Staff will give applicants a file number upon filing the application.

C. Affidavit

The petitioner shall execute and file with the Planning Staff an Affidavit showing compliance herewith attaching as exhibits to said Affidavit official evidence that said notices have been so mailed. The Affidavit at the bottom of the "Notice of Public Hearing" form must be signed before returning to Staff. Do not cut or detach the affidavit on the bottom of this page from the notice form.

D. Property Sign

The applicant shall post the sign furnished at the time of filing at the front of the property so that it can be seen from the street, at least ten (10) days before the meeting. If the subject property is located on a corner or fronts two streets, one sign must be posted on each side to be viewed from both streets. If, for any reason, the sign should be destroyed or torn down, a replacement must be obtained immediately from this office.

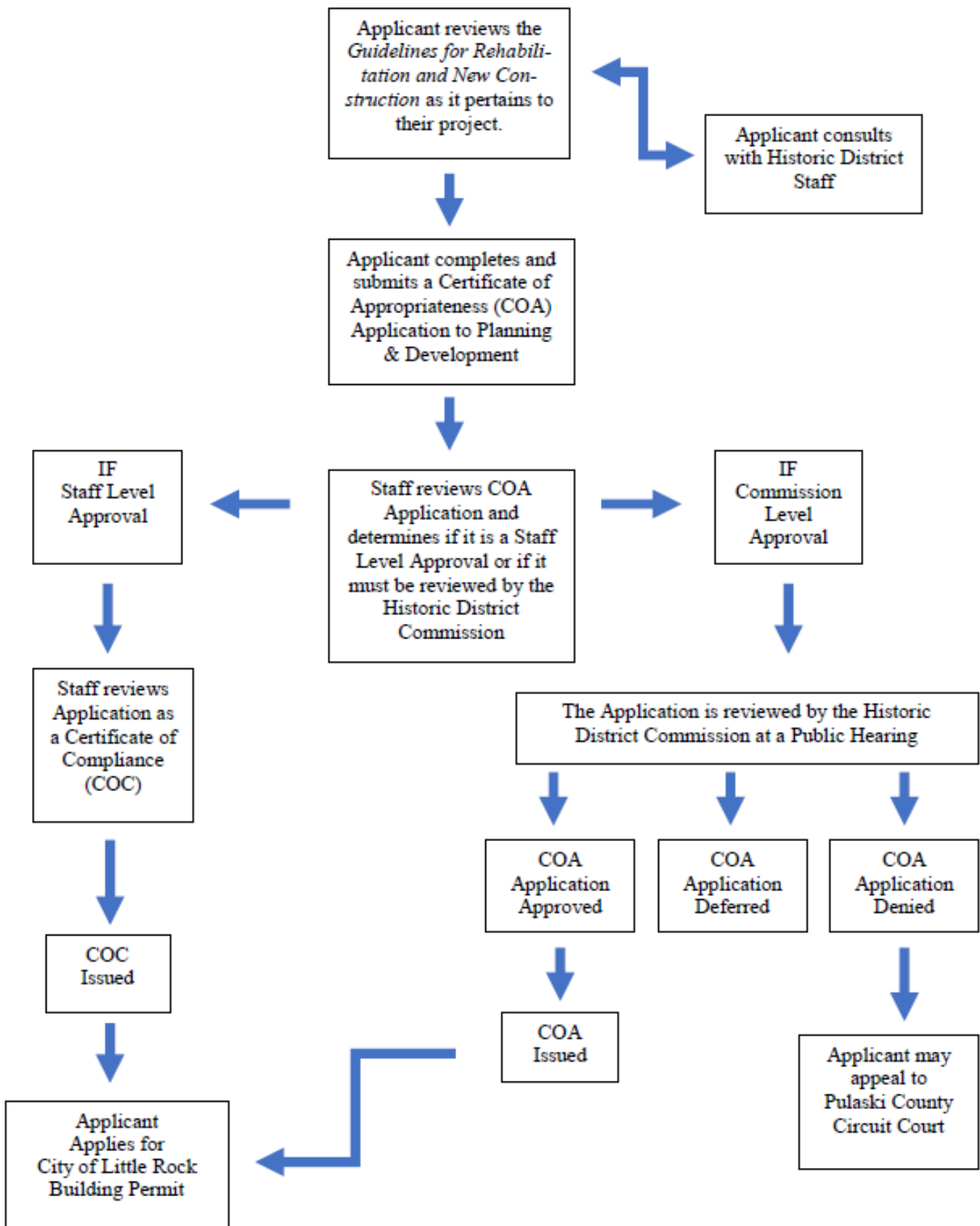
E. Six (6) calendar days prior to the meeting, the applicant must submit the following to Staff:

- (1) Green and white certified mail receipts (PS Form 3800 proof of mailing), stamped by the Post Office,
- (2) Certified abstract list of property owners of record,
- (3) Copy of the completed public notice letter with signed Affidavit.

8. The applicant or authorized agent is required to be present at the scheduled public hearing in order to answer questions the Commission or interested parties may have. If you bring handouts to the Commission meeting, bring no less than nine (9) sets: one for each commissioner, one for Staff and one for the City Attorney representative.

9. **SUBMISSION OF AN INCOMPLETE APPLICATION OR NONCOMPLIANCE WITH THE ABOVE MAY CAUSE YOUR APPLICATION TO BE WITHHELD AND NOT CONSIDERED AT THE MEETING AND MAY REQUIRE THE PAYMENT OF AN ADDITIONAL FILING FEE AND/OR RE-NOTIFICATION OF PROPERTY OWNERS.**

CERTIFICATE OF APPROPRIATENESS FLOW CHART





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APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Address of Property: _____

Legal Description of Property:

STREET ADDRESS: _____

Owner/Agent (Printed Name): _____

Owner /Agent Street, City, State, & Zip: _____

Owner /Agent Phone Number: _____

Owner /Agent Email: _____

Name of Applicant as it will appear on all correspondence and in Staff report:

Brief Project Description:

Estimated Cost of Improvements: _____

Zoning Classification: Is the proposed change a permitted use? Yes No

Signature of Owner or Agent: _____

NOTE: Should there be changes during construction (design, materials, size, etc.) from the approved COA, applicant shall notify Commission staff and take appropriate actions. Approval by the Commission does not excuse applicant or property from compliance with other applicable codes, ordinances or policies of the city unless stated by the Commission or staff. Responsibility for identifying such codes, ordinances, or policies rests with the applicant, owner, or agent.

DO NOT FILL IN - FOR STAFF USE ONLY

Application Date: _____ HDC File # _____

HISTORIC DISTRICT COMMISSION DOCKETED _____ at 4:00 p.m.

LITTLE ROCK HISTORIC DISTRICT COMMISSION ACTION:

___ DENIED ___ WITHDRAWN ___ APPROVED ___ APPROVED WITH CONDITIONS ___ SEE ATTACHED CONDITIONS

DOCUMENTING OFFICIAL SIGNATURE: _____ DATE: _____

DATE OF EXPIRATION (according to Ordinance No. 22,338): _____

**NOTICE OF PUBLIC HEARING BEFORE THE
LITTLE ROCK HISTORIC DISTRICT COMMISSION
ON AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

To all owners of land lying within 200 feet of the boundary of property at:

LEGAL DESCRIPTION: _____

STREET ADDRESS: _____

OWNED BY: _____

NOTICE IS HEREBY GIVEN THAT an application for a Certificate of Appropriateness on the above described property has been filed with the Department of Planning and Development requesting the following changes:

A **Public Hearing** on said application will be held by the **Historic District Commission** at _____ (location address) on (date) _____ at _____ (time).

ALL PARTIES IN INTEREST MAY APPEAR and be heard at said time and place or may notify the Little Rock Historic District Commission of their views on this matter by letter. All persons interested in this request are invited to call or visit the Department of Planning and Development to review the application with Commission Staff.

The City of Little Rock complies with all civil rights provisions of federal laws and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. The City of Little Rock does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, income status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation, in admission or access to and treatment in the City's programs and activities, as well as the city's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the City's nondiscrimination policies may be directed to: Title VI Coordinator, 500 West Markham Street, Little Rock, AR 72201, 501- 371-4475.

This notice is available from the Title VI Coordinator in large print or recording. Free language assistance for those with Limited English Proficiency is available upon request.

La ciudad de Little Rock cumple con todas las disposiciones de derechos civiles de los estatutos federales y autoridades relacionadas que prohíben la discriminación en programas y actividades que reciben asistencia financiera federal. La ciudad de Little Rock no discrimina por motivos de raza, color, credo, religión, sexo, origen nacional, edad, discapacidad, estado de ingresos, estado civil, orientación sexual, identidad de género, información genética, las opiniones políticas o afiliación, en la admisión o acceso y tratamiento en los programas y actividades de la ciudad, así como de contratación de empleados de la ciudad. Las quejas de supuesta discriminación y consultas sobre la política antidiscriminatoria de la ciudad pueden ser dirigidas a Coordinador del Título VI, 500 West Markham Street, Little Rock, AR 72201, 501-371-4475.

AFFIDAVIT

I hereby certify that I have notified all the property owners as reflected on the abstract company list and all those that are not reflected on that list that I have knowledge of within 200 feet of the above-described property, that subject property is being considered for a Certificate of Appropriateness and that a Public Hearing will be held before the Little Rock Historic District Commission at the time and place described.

Applicant (Owner or Authorized Agent):

Date



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CERTIFICATE OF APPROPRIATENESS AUTHORIZATION OF REPRESENTATION AFFIDAVIT

I, _____ do hereby authorize

Property owner (print)

_____ to represent me and my interests in an

Agent/representative name and business (print)

Application for a Certificate of Appropriateness on the following property described below. I have reviewed the proposed application and I have indicated so by initialing a copy of the submittals that are attached.

Street Address: _____

Title Holder's Signature

Date

Agent's Signature

Date

Subscribed and sworn to me, a Notary Public on this _____ day of _____, _____.

Notary Public

My Commission Expires: _____