

# APPLYING FOR A CERTIFICATE OF APPROPRIATENESS

## Certificate of Appropriateness

A Certificate of Appropriateness (CoA) is similar to a building permit, and is required before beginning exterior work in the historic districts. A CoA is issued by the HDRC indicating that the proposed change has been reviewed and approved. Once the CoA has been obtained, the applicant can apply for a building permit. In cases where a building permit is not required, it is still necessary to acquire a CoA before beginning the project. There is no fee to apply for or obtain a CoA. CoA application forms are available from the Preservation Office (call 439-4530) or at [www.ci.liberty.mo.us/preservation](http://www.ci.liberty.mo.us/preservation).

## HDRC Review

The Historic District Review Commission meets twice a month, on the first and third Tuesdays, at 5:30 p.m., when there are applications to consider. The HDRC reviews CoA applications for:

- New construction and additions to existing buildings
- Alterations, removals, or exterior repairs
- Demolition of buildings
- Relocation of buildings
- New or replacement signs and awnings

## Staff Review

The City's historic preservation planner serves as staff to the HDRC and makes recommendations to the HDRC based on the preservation and zoning ordinances and the design guidelines. In some cases, the preservation planner may issue a certificate of appropriateness for items considered "minor works." These are:

- In-kind repairs, maintenance, and replacement of existing features and architectural details;
- Landscaping, driveways, and sidewalks;
- Removal of non-historic materials;
- Renewal of an expired CoA without change to the original approval;
- All other changes that do not require a building permit; and
- Emergency repairs to abate a hazardous condition.

## Changes to the CoA

The CoA is valid only for the project as it was approved by the HDRC. Any changes to the plans as they were approved must be reviewed by the HDRC. Often, staff can approve the changes, but the Preservation Office must be notified **before** the changes are made.

## Appeals

Appeals of decisions made by the HDRC on applications for Certificates of Appropriateness are made to the Board of Zoning Adjustments. Appeals may be filed in the Preservation Office of the Development Department, within 30 days after the HDRC's decision. Subsequent appeals are filed with the Clay County Circuit Court.

## Stop Work Order

If a project that requires a CoA has been initiated without prior approval, a stop work order may be issued to the owners, occupants, contractors, or subcontractors.

If a project fails to comply with any part of the certificate of appropriateness that has been issued by the HDRC, a stop work order may be issued, which states the violation and a deadline by which to rectify the violation.

## Sunset Provisions

Certificates of appropriateness are effective for a period of 180 days, by which time a building permit should be requested. If a building permit has not been issued within 180 days of the issuance of the CoA, the CoA will expire, and the applicant will be required to request a new CoA.

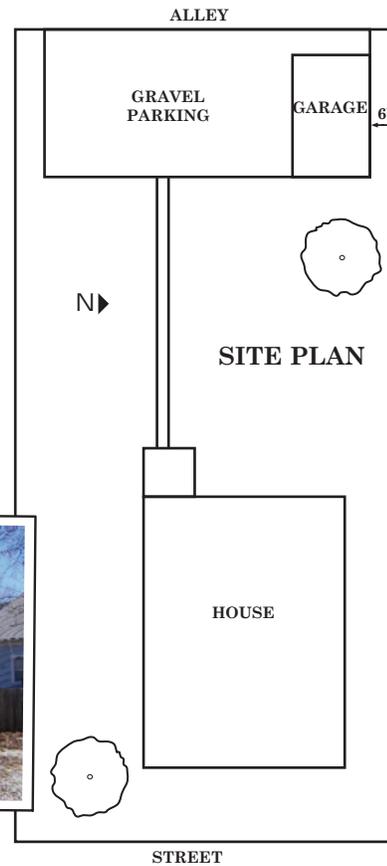


# SAMPLE APPLICATION

Here is an example of a complete application for the demolition and reconstruction of a detached garage.

Included are:

- Application form with complete project description.
- A site plan, showing the exact location of the structure, as it relates to other structures and lot lines.
- Simple scaled drawings showing overall dimensions and details.
- Photos of the existing garage.
- List of materials.



Drawings do not have to be professionally drawn, but should be drawn to scale.



**LIBERTY**  
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**CERTIFICATE OF APPROPRIATENESS APPLICATION**

Case No. \_\_\_\_\_  
Date: \_\_\_\_\_

New Application  
 Amended Application  
 After-the-Fact Application

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**APPLICANT INFORMATION**

Name: Mr. & Mrs. Applicant

Mailing Address: 20 N. Morse

Daytime Phone #: (816)792-0000 Other Phone #: \_\_\_\_\_

E-mail: applicant@yahoo.com

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**PROJECT INFORMATION**

Project Address: 20 N. Morse

Property Owner: Mr. & Mrs. Applicant

District:  Jewell  Lightburne  Dougherty  Prospect Heights  Liberty Square  Landmark

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**This application is for: (check  all that apply)**

<input checked="" type="checkbox"/> Staff Review	<input checked="" type="checkbox"/> HDRC Review
<input type="checkbox"/> In-kind repairs with no appearance change	<input type="checkbox"/> Sign / Awning
<input type="checkbox"/> Driveways, sidewalks, landscaping features	<input type="checkbox"/> Fence
<input type="checkbox"/> Removal of non-historic materials	<input type="checkbox"/> Addition / Alteration
<input type="checkbox"/> Renewal of expired CoA without change to the original approval	<input checked="" type="checkbox"/> New Construction
<input type="checkbox"/> All other changes that do not require a building permit	<input checked="" type="checkbox"/> Demolition
<input type="checkbox"/> Emergency construction to abate a hazardous condition	<input type="checkbox"/> Other: _____

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**DETAILED PROJECT DESCRIPTION (Please attach additional pages as necessary)**

Demolition of existing one car garage & reconstruction of woodframe one car garage.

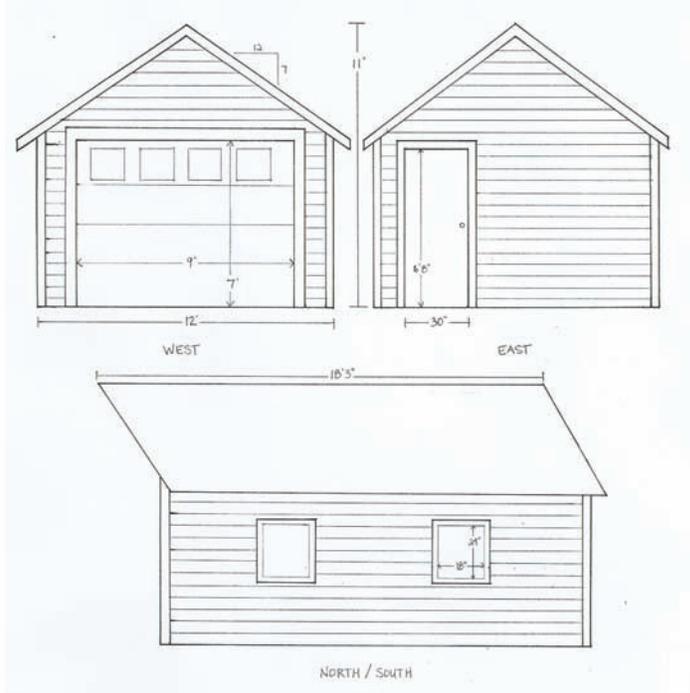
List of materials attached.

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I hereby certify with my signature that I have read and understand the information provided in this application, and that all information provided by me is accurate, and completed as required by this application and the City Code.

MM Applicant 07/18/07

APPLICANT'S SIGNATURE DATE



# SAMPLE CERTIFICATE OF APPROPRIATENESS

Once your project is approved by the HDRC, you will be issued a Certificate of Appropriateness (CoA). You will need to present this certificate when you apply for a building permit. The CoA is valid for 180 days.

**Note:** The CoA is valid only for the project as it was approved by the HDRC. Any changes to the plans as they were approved must be reviewed by the HDRC. Often staff can approve the changes, but you must notify the Preservation Office before making the changes.



January 1, 2001

Case No. 01-001D

## CERTIFICATE OF APPROPRIATENESS HISTORIC DISTRICT REVIEW COMMISSION

Mr. & Mrs. Applicant  
20 North Morse  
Liberty, MO 64068

THIS CERTIFICATE OF APPROPRIATENESS WAS ISSUED BY THE LIBERTY HISTORIC DISTRICT REVIEW COMMISSION FOR AUTHORIZATION OF THE FOLLOWING WORK AT 20 NORTH MORSE, DOUGHERTY HISTORIC DISTRICT:

1. Demolition and reconstruction of existing one-car garage

...IN ACCORDANCE WITH THE SUBMITTED PLANS AND DESCRIPTION AND AS DESCRIBED IN THE HDRC MEETING SUMMARY.

Please submit this Certificate of Appropriateness to the Building Inspection Division when applying for a building permit, when necessary.

HISTORIC DISTRICT REVIEW COMMISSION

By: Preservation Planner  
Preservation Planner

Sunset provisions within the Historic District Regulations state that a Certificate of Appropriateness is effective for 180 days. If a building permit has not been taken out during that time or if the building or work is suspended for a period of 180 days, the Certificate of Appropriateness is void and a new application must be made to HDRC.