

Certificate of Appropriateness/Conceptual Review Application Form

Property Address: 301 NORTH NECAISE AVE, BSL, MS
 Applicant Name: EDWARD W. KOFF Owner Name: DAVID & RAUTER SANDERS
 Mailing Address: 406 MAIN ST, BSL MS Mailing Address: 478 WINDYWOOD LN, BOONVILLE NC
 Phone: 228-342-1342 Phone: (828) 265-9992

28607

Project Classification: Criteria for issuance of certificates of appropriateness can be found in Section VIII of the BSL Historical Preservation Ordinance, No. 509. Please check appropriate box(es)

Conceptual Review: Discuss with the commission preliminary design ideas for a project. The commission will address the appropriateness of the proposal and provide helpful advice. Items needed include, but are not limited to, site plan (plat) indicating where the proposed project is to be built. Photos and/or sketches of the proposed improvements. No architectural drawings are required. A COA will not be issued for a C.R.

Addition / Renovation: Exterior alterations and or additions should be compatible with the building itself, its original design & style. Items needed: photos of existing improvements. Site plan accurately depicting the placement of current & proposed improvements. Plans & exterior elevations drawn to scale that clearly show the design and architectural character of the proposed addition or alteration as it relates to the existing improvements. List of materials describing the size, textures and other characteristics about their appearance.

New Construction: New Construction should be visually compatible with the buildings and environment to which it is related, their effect upon the immediate surroundings and the district as a whole while maintaining the rhythm created by building masses, relationships between windows, doors, materials, textures, the patterns, the trims, and the design of the roof. Items needed: Architectural drawings to scale. Site plan, to scale (plat) indicating where the proposed project is to be built. Specific description of materials, types & sizes. Photographs of proposed site. Incomplete application for new construction may be considered under conceptual review.

Demolition: Consideration is given to the individual architectural, cultural, and/or historical significance of the resource; the importance or contribution of the resource to the architectural character of the district; and to neighboring property values. Items needed; Photographs of existing building, Site Plan to scale. Condition reports; Foundation plan of replacement and/or documentation of justification.

I hereby certify that I understand this application will not be accepted and processed until all requested information has been supplied. I also understand this application may require a site visit/additional research.

Applicant's Signature: [Signature] Date: 9/26/2025
 Owner's Signature _____

Required: _____ Date: _____

Please refer to the checklist of materials required with your application
A Meeting with the Bay St Louis HPC to discuss the specific details of your project is strongly encouraged.
Historic Preservation Commission / City Council Use Only

Application

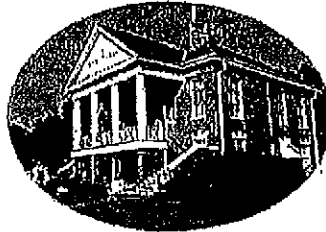
HPC Review / City Council Review

Historic District	Base Number
Historic Preservation Commission Reviewed	Review Date
Recommendation: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with Conditions <input type="checkbox"/> Disapprove	
Comments	
Requires Property Owner / Applicant Signature	
City Council Reviewed	Review Date
COA Action: Approval: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date COA Action
Comments	
(BSL Historic Preservation Commissioner)	(City Council President Signature) (Date)

Once Completed & Signed - Original copy - HPC, Copy-Building Department

BAY SAINT LOUIS

Bay St. Louis



Historic Preservation Commission

SUBMITTAL CHECKLIST

Property Owners Information:

Name: DAVID & RACHEL SANDERS

Address: 478 WINDWOOD LANE, BOONE, NC 28607
(No P.O. Boxes)

Telephone Number (828) 265-9992 Cell Number (828) 265-9992

ADDRESS OF PROPERTY IN QUESTION IF DIFFERENT FROM ADDRESS STATED ABOVE: 301 NORTH NEEDLE AVE, BAY ST. LOUIS, MS 39520

Give written scope of work to be performed: RENOVATE EXISTING

HOME AND ADD 12' X 25' MASTER BEDROOM
SUITE, LAUNDRY, CLOSET SPACE. ALSO A COVERED
PATIO AREA TO THE NORTH SIDE OF THE
HOME.

SHW

HISTORIC PRESERVATION COMMISSION REVIEW

CITY OF BAY ST. LOUIS, MISSISSIPPI

MATERIALS TO SUBMIT WITH THE APPLICATION FOR REVIEW

ARCHITECTURAL PLANS or DRAWINGS: A total of seven (7) sets must be submitted to the Zoning Department.

1. Site Plan, Indicating setbacks to the front, rear and side yards.
2. Exterior elevations (street views) of proposed structure(s).
3. Description of exterior trim materials to be used. Can be shown on plans or separate page.
 - a) Siding material: wood, hardi-plank, etc...
 - b) Masonry material: brick, stucco, etc...
 - c) Exterior openings; windows and doors: indicated size, types and materials.
 - d) Shutters and Awnings: indicated size, types and materials.
 - e) Column size and types
 - f) Roofing materials: wood, metal, slate, etc...
 - g) Landscaping elements to include, but not limited to; fencing, sidewalks, driveways, entrances.
 - h) Misc: Pools, signage, skylights, trellises, etc...

PHOTOGRAPHS: (Renovations only, not new construction)

1. 35mm or digital only. include photos of each side of the building; the site to be altered and close ups of the specific areas to be changed.

We would like to thank you in advance for your help and participation in this preservation program which is dedicated to retaining the charm, beauty and character of our beloved City of Bay St. Louis.

Bay St. Louis Historic Preservation Commission
March 1, 2008

