

2.6. Certificate of Appropriateness Approval Matrix-Commercial

Certificate of Appropriateness Approval Matrix - Commercial District				
ACTION	No Approval Required	Administrative Review with Documentation	Commission Review with Documentation	Building Permit Required
Additions / New Construction			x	x
Accessory structures (sheds, garages, etc.)				
Visible from the street/new, any size, or demolition			x	x
Not visible from the street		x		x
Awnings and Canopies (Retain / Repair / Recover / Restore)		x		
Awnings and Canopies (New installation / Design or change form)			x	
Balconies (New installation or repair. See also Windows - new openings)			x	x
Carports (addition or enclosure off rear alleys only)			x	x
Cornices & Coping (Storefront or Upper Façade)				
Retain / Repair with same material (See also Painting)	x			
Restore original configuration with new materials		x		x
New / any location			x	x
Curb Cuts		x		x
Decks and Patios				
Repair, same material	x			
New, visible from street / with structure			x	x
New, not visible from street / non-structure		x		x
Decorative Shutters				
Repair / Replacements, same material and size	x			
New		x		
Demolitions (part or all of structure)			x	x
Doors / Garage Doors				
Retain / Repair with same material (re-painting)	x			
Change in material or size		x		
New / any location			x	x
Any change in opening (Also see Displays - Storefront opening)			x	x
Driveways				
Same surface	x			
New construction, material change or relocation			x	x
Equipment (antennas, satellite 18" or less, HVAC, refrigeration, exhaust, etc.)		x		x
Exterior - Walls, Piers, Upper Façades (clapboard, stucco, brick, etc.)				
Repair with same materials (See also Painting, Re-pointing Masonry)	x			
Replacement with new materials (See also Painting)			x	x
Exterior Façade Change (Including style changes)				
Retain / Repair same material, any part of structure	x			
Replacement of non-historic materials (Restore original config.)			x	x
Façade - Commercial (see Storefront or Exterior Façade Change)				
Façade - Rear (See Rear Façade)				
Fences or gates, retain or repair existing with same materials	x			
Fences or gates, new or change in materials		x		x
Fire Escapes, new or change in materials or location			x	x

(Matrix continues on next page)

Certificate of Appropriateness Approval Matrix - Commercial District				
ACTION	No Approval Required	Administrative Review with Documentation	Commission Review with Documentation	Building Permit Required
Fountains				
Repair with same materials	x			
New or visible from street			x	x
Gutters & downspouts, gutter covers				
Repair or replace existing w/same material or add gutter covers	x			
Replacement with new materials		x		
Install new			x	
Interiors				
Decorative changes	x			
Ad Valorem Tax Exemption (State Review See Appendix)			x	
Historic Rehab Tax Credits (State & NPS Review See Appendix)			x	
Landscaping				
Visible from the street/minor change any	x			
Visible from the street/major removals or major new plans			x	
Tree Removal/mature trees/tree trimming/planting			Tree Board	
Lighting (See Site and Landscape Lighting)				
Mechanical Systems, HVAC & Window Units, exhaust fans, etc.				
Replace or repair existing unit with same materials	x			
New or relocation		x		x
Painting				
Maintenance or color change	x			
Painting originally unpainted surface (or removing paint)		x		
Parking Lots, pavement (see Driveways)				
Pools (rear façade or roof only)		x		x
Porches (see Decks & patios)				
Rear Facade (facing public alley or rear parking facility)				
Service / Delivery Door / Overhead Door (Also see Doors)				
Ramps/Lifts			x	x
Security Devices (Burglar Bars, Alarm Boxes, etc)		x		
Utilities (electric panels, exhaust fans, grease traps, phone, pipes)		x		x
Relocation of building or structure			x	x
Re-pointing, repair of masonry		x		
Retaining Walls				
Repair, same material and shape	x			
Install new or removal of existing (visible from street)			x	x
Install new or removal of existing (not visible from street)		x		x
Roof				
Repair, same material	x			
Replace, new materials or shape of shingle		x		
Change shape of roof			x	x
Sheds (See Accessory Structures)				

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2.6. COA Approval Matrix-Commercial (continued)

Certificate of Appropriateness Approval Matrix - Commercial District				
ACTION	No Approval Required	Administrative Review with Documentation	Commission Review with Documentation	Building Permit Required
Walkways				
Repair, same material	x			
New construction, new materials, relocation (visible from street)			x	x
Siding (See Exterior Siding)				
Signs / Plaques			Building Inspector	x
Site and Landscaping Lighting				
Repair, same material	x			
New Installation		x		
Solar Collectors, Sky Lights				
Repair or replace with same materials, same location	x			
Install new, any location		x		x
Steps				
Repair or replace with same materials, same location	x			
Install new, any location		x		x
Storefront (Public Commercial)				
Storefront - Bulkhead				
Retain / Repair with same materials (See also Painting)	x			
Remove / Replace with new materials (See also Painting)			x	x
Storefront - columns (See Storefront-Displays & Trim)				
Storefront - Displays (Framing and / or Glass)				
Retain / Repair with same materials (See also Painting)	x			
Remove / Replace with new materials (See also Painting)		x		x
Storefront - Opening (Change layout or create new opening)			x	x
Storefront - Entry Doors (See Doors)				
Storefront - Transom Windows (See Storefront-Displays & Windows)				
Storm Windows and Storm Doors				
Repair or replace, any material	x			
Install new			x	x
Trim (Scrollwork, fascia, banding, decorative vents, columns, etc.)				
Retain / Repair with same materials (see also Painting)	x			
Replace - same material, size, shape, configuration, any location		x		
Replace - new material same size, shape, configuration, any location			x	x
Install new, change in size, design or repair with new materials			x	x
Windows				
Retain / Repair with same material (see also Painting)	x			
Replace, same material, size, shape, configuration, any location		x		x
New openings, Change in size of opening, or New material			x	x