



INDEPENDENCE HERITAGE COMMISSION APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

File No. _____
Administrative Heritage Commission
(Office use only)

Project Address: _____

ABOUT THE APPLICATION PROCESS

- Applications should be submitted to the Community Development Department, Historic Preservation Division located at 111 E. Maple from 8a.m.-5p.m., Monday through Friday.
- The Heritage Commission will act on the application at the next scheduled meeting. Heritage Commission meetings are held on the first Tuesday of each month at 6p.m. in the Council Chambers, first floor of City Hall, 111 E. Maple.
- A completed application accompanied by a \$25 fee is required to process any application that requires Heritage Commission approval. Please make checks payable to the: *City of Independence*.
- It is strongly recommended that the property owner or authorized agent attend the Heritage Commission meeting when the application is reviewed.
- Please inquire with city staff about application deadlines and meeting dates.
- If approved, a project must be initiated within six months and completed within 18 months of approval. Please note that Heritage Commission approval does not constitute Building Department approval and that a permit may be required prior to beginning the project.
- A pre-application meeting with the Historic Preservation staff is strongly encouraged. Staff can be reached at (816)325-7419 or via e-mail at: wshay@indepmo.org.

APPLICATION CHECKLIST

Check all that apply:

- Detailed project description
- Photographs (required for all applications)
- Site plan/Survey
- Elevations
- Samples (e.g. siding, trim, doors, and windows)
- Material specifications
- Structural engineer's report (*demolition requests only*)

**CITY OF INDEPENDENCE HISTORIC PRESERVATION
CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION**

APPLICANT

Name: _____

Address: _____

Phone: _____ E-mail: _____

OWNER (If different from applicant)

Name: _____

Address: _____

Phone: _____ E-mail: _____

DESCRIPTION OF PROPOSED PROJECT-Attach additional pages if necessary. *For demolition requests, include a statement for justification.*

I hereby certify under penalties of perjury that all the statements contained in this application, including any statement attached to the application, submitted herewith are true and correct.

Owner's Signature _____

Applicant's Signature _____