

Building Department	<p>To Be Completed by the City of Fairmont.</p> <hr/> <p>Application received by Building Department: Intake Initials: _____ Date: _____</p> <p>Review by the Building Inspector per <i>Work Requiring Certificate of Appropriateness (attached)</i>. Is a Certificate of Appropriateness required?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to determine - application incomplete</p> <p>If Yes, Date referred to the Historic Preservation Review Commission: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>Building Inspector Signature _____ Date _____</p>
Historic Preservation Review Commission	<p>Received by Historic Preservation Review Commission:</p> <p>_____</p> <p>Chairperson _____ Date _____</p> <p>Date of Public Hearing: _____ Publication Date (attach notice): _____</p> <p>Historic Preservation Review Commission: Certificate of Appropriateness</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> No Action Necessary <input type="checkbox"/> Other</p> <p>Reasons/Documentation of Action: _____</p> <p>_____</p> <p>_____</p> <p>Chairperson _____ Date _____</p> <p>Upon final determination by the Historic Preservation Review Commission, record of Committee's final motion decision and Certificate of Appropriateness (where applicable) shall be sent to Applicant, Property Owner and Building Inspector. The Certificate of Appropriateness is good for six (6) months from the date of issuance. The Chairperson may grant a six (6) month extension, upon a written request from the applicant.</p>
Extension	<p>Request for Extension of Certificate of Appropriateness: (6 month extension subject to Section 179.06(g))</p> <p>_____</p> <p>Building Inspector _____ Date _____</p> <p>_____</p> <p>Chairperson _____ Date _____</p>

6.5 Certificate of Appropriateness Matrix and Checklist

FAIRMONT HISTORIC PRESERVATION REVIEW COMMISSION WORK REQUIRING CERTIFICATES OF APPROPRIATENESS

Type of Work	Building Inspector Approval Only (Approval not required by the Historic Preservation Review Commission)	Historic Preservation Review Commission (Hearing and Approval Required)
Awnings and Canopies	Review Required Prior to HPRC Action	Yes
Construction of New Buildings, Additions, or Decks	Review Required Prior to HPRC Action	Yes
Porches, Handrails, and Steps	Where it is not visible from a main street and repair/replacement in kind with duplication materials	Where visible from a main street or affects style of structural integrity
Demolition	Review Required Prior to HPRC Action	Yes
Doors & Windows	Replacement of existing units visible from a main street which match in size and style with the existing and removal or addition of doors & windows not visible from a main street which do not modify original size	Yes, for all other changes
External Utilities & Utility Connections	Where it is not visible from a main street	If visible from a main street
Fences & Walls	Where it is not visible from a main street	If visible from a main street
Fire Escapes	Review Required Prior to HPRC Action	Yes
Masonry Rehabilitation	Water cleaning only	All other cleaning or tuck pointing
Roofs, Cornices, and Gutters	Repair using existing material and duplicating design; repair and changes not visible from a main street	Any work visible from a main street or which does not duplicate existing appearance
Siding	Where it is not visible from a main street	Applying simulated materials visible from a main street
Signs	Removal of signs	All other signs
Skylights	Where it is not visible from a main street	If visible from a main street

Note: No Commission approval is required for the repair and maintenance of any exterior building feature when such work exactly reproduces the existing design and is executed in the existing material.

6.3 Certificate of Appropriateness Flowchart

City of Fairmont Historic Preservation Review Process Flowchart

