

# **VICKSBURG BOARD OF ARCHITECTURAL REVIEW**

## **Certificate of Appropriateness**

### **Procedures and Application Criteria**

**A Certificate of Appropriateness is required from the Board of Architectural Review before an action can be taken within a historic district or involving a landmark or landmark site.**

**If an application is not complete or does not have the required information, it will not be placed on the agenda until all information is forwarded to the Board of Architectural Review secretary.**

#### **PROCEDURE:**

1. Application form can be picked up in the City of Vicksburg's Inspection Department, 819 South Street or on the City of Vicksburg's website at [www.vicksburg.org](http://www.vicksburg.org).
2. Submit the completed, signed application with required attachments (see below) to the Board of Architectural Review secretary in the Inspection Department located at 819 South Street. **Applications and attachments must be submitted no later than 5:00 p.m. on the cut-off date prior to the meeting (see meeting schedule).**
3. The secretary of the Board of Architectural Review will place the application on the agenda for the next meeting.
4. The applicant or his or her representative is required to meet with the Board, to review the application. The Board may make recommendations for changes and modifications as it deems necessary in order for the applicant to meet the standards and guidelines for the work to be performed.
5. The Board returns a copy of the signed Certificate of Appropriateness to the Building Official who will issue a building permit, unless other information is needed for that permit.

**The applicant has six (6) months from the date of the approval of the application to complete the work. Once the six (6) month period elapses, the applicant must resubmit the application.**

## **CRITERIA:**

**The following is the information that must accompany an Application for Certificate of Appropriateness.**

### **A. Minor Repair or Routine Maintenance**

The secretary of the Board of Architectural Review is authorized to grant a Certificate of Appropriateness for minor repair or routine maintenance without Board review if that repair or maintenance:

1. does not involve a change in design, material, or other appearance thereof;
2. is undertaken with identical materials and in such a manner as to duplicate the existing construction.

The application must include a clear description of what the work will include with the types of materials to be used, including paint colors. A photograph of the area to be repaired must be included. The secretary will not review a Certificate of Appropriateness for minor repair or routine maintenance unless all materials requested are delivered with the application. If the secretary finds that the proposed work is routine repair and maintenance, she will forward the Certificate of Appropriateness to the Building Official. However, if the secretary finds that the proposed work does not fit the definition of routine repair and maintenance, she will place the application on the agenda for the next Board of Architectural Review meeting.

### **B. Residential or Commercial Restoration and Rehabilitation**

1. a to scale set of drawings showing all floor plans and all exterior elevations proposed for restoration or rehabilitation and the type of work proposed indicating: **a.** overall dimensions, **b.** type of materials to be used on walls, roofs, windows, trim, siding, etc., and **c.** color samples;
2. photographs of the building as it exists currently;
3. historic photographs of the building if the building is proposed to be restored to an earlier appearance.

### **C. Additions to Residential or Commercial Buildings**

1. photographs showing the exterior elevation where the proposed addition will attach to the building;
2. a to scale set of plans and drawings (stamped engineered drawings are required for commercial buildings) showing all elevations of the addition proposed. These plans must include the overall dimensions, type of materials to be used on walls, roofs, windows, trim, siding, etc.;
3. site plans indicating property lines and setbacks.

### **D. Fences, Walls, Walks, and Driveways**

1. drawing showing type of fence, wall, walk, or driveway proposed with its dimensions, placement on the lot, relationship to the structure on the lot, its color, (if painted), its height, and the materials to be used. Walls over four feet in height are required to have engineered stamp drawings.
2. photographs of the property and where the new feature will be placed.

- E. Cutting of a Live Tree that is six (6") inches or greater at ground level**
1. a photograph of the tree(s) showing its relationship to the structure on the lot;
  2. a measurement of the diameter of the tree(s) at ground level;
  3. explanation of why the tree is proposed to be removed;
  4. a plot plan of the proposed use of the property, if any, after removal of the tree(s).
- F. Parking Lot**
1. a plot plan showing the relationship of the proposed lot to neighboring buildings;
  2. the type of drainage and paving to be used;
  3. the style of proposed curbing and striping, if any;
  4. the type and location of lighting, if any;
  5. the location and type of any proposed fencing, screening, landscaping or signs;
  6. photographs of proposed location and the neighboring buildings.
- G. Signs**
1. a to scale drawing of the proposed sign: **a.** type, **b.** placement, **c.** dimensions, **d.** lettering to be used and **e.** type of support and height;
  2. a drawing or photograph showing how the sign will be lighted, if applicable;
  3. materials to be used including color of paint, paint sample must be provided;
  4. a photograph of the building on which the sign is to be placed or in front of indicating the proposed location of the sign.
- H. Construction of a New Residential or Commercial Building**
1. photographs showing the location for the proposed new construction;
  2. a to scale set of plans and drawings showing all elevations of the proposed new building (stamped engineered drawings are required for commercial buildings). These plans must include the overall dimensions; type of materials to be used on walls, roof, windows, trim, siding, etc.
  3. site plans indicating property lines and setbacks, driveways, parking lots, exterior lighting, fences, walls, landscaping, screening for utilities, outbuildings, etc.;
  4. colors to be used on all features.
- I. Awnings**
1. picture of building;
  2. materials to be used including color(s);
  3. drawing of the proposed awning;
  4. the bottom of the sign must be at least nine (9) feet from the sidewalk.
- J. Handicap Access or Fire Escapes**
1. photograph of the elevation where the ramp or escape will be located;
  2. site plan showing the elevation where the ramp or escape will be located;
  3. drawing of the ramp or escape showing dimensions, materials, and colors.

**K. Relocating a building to a location WITHIN the district**

1. photograph of the building to be moved;
2. photograph of the proposed location for the building;
3. method of moving the building;
4. statement of the need for the proposed move with reference to future use of the site;
5. site plans indicating property lines, setbacks, proposed new location of the building on the lot, accessory buildings, parking facilities, exterior lighting, fences, walls, landscaping and signs (if applicable);
6. trees that will be cut in order to place the building on the lot.

**L. Relocating a building to a location OUTSIDE the district**

1. photograph of the building to be moved;
2. address and photograph of the proposed location for the building;
3. method of moving the building;
4. statement of the need for the proposed move with reference to future use of the site.
5. site plans indicating property lines, setbacks, proposed new location of the building on the lot, accessory buildings, parking facilities, exterior lighting, fences, walls, landscaping and signs (if applicable);

**M. Demolition**

1. a history of the building and photographs of the building;
2. method of demolition and disposition of the materials, both interior and exterior;
3. statement of the need for the proposed demolition with reference to future use of the site.

**FEES**

Fees must accompany the application for a Certificate of Appropriateness. The schedule is as follows:

Routine Repair and Maintenance	No Fee
Painting	No Fee
Demolition	\$51.00
All other proposed actions	\$11.00

# CITY OF VICKSBURG BOARD OF ARCHITECTURAL REVIEW

## NOTICE OF PUBLIC MEETINGS

The following is a schedule of the Board of Architectural Review meetings for the Fiscal Year 2008:

<b>Cut-Off Date</b>	<b>Meeting Date</b>
October 6, 2009	October 13, 2009
October 20, 2009	October 27, 2009
November 3, 2009	November 10, 2009
November 17, 2009	November 24, 2009
December 1, 2009	December 8, 2009
December 15, 2009	December 22, 2009
January 5, 2010	January 12, 2010
January 19, 2010	January 26, 2010
February 2, 2010	February 9, 2010
February 16, 2010	February 23, 2010
March 2, 2010	March 9, 2010
March 16, 2010	March 23, 2010
April 6, 2010	April 13, 2010
April 20, 2010	April 27, 2010
May 4, 2010	May 11, 2010
May 18, 2010	May 25, 2010
June 1, 2010	June 8, 2010
June 15, 2010	June 22, 2010
July 6, 2010	July 13, 2010
July 20, 2010	July 27, 2010
August 3, 2010	August 10, 2010
August 17, 2010	August 24, 2010
September 7, 2010	September 14, 2010
September 21, 2010	September 28, 2010

All meetings, unless otherwise notified, will be held at 4:00 p.m. (the second and fourth Tuesday of each month) in the City Hall Annex Building located at 1415 Walnut Street. All applicants must submit the necessary documents to the Board of Architectural Review secretary in the Inspection Department, 819 South Street, by 5:00 p.m. on or before the cut-off date prior to a meeting in order to be placed on the agenda. **If all information is not submitted with the application, it will not be placed on the agenda.** For more information, please call the Board of Architectural Review secretary at 601-634-4528.

APPLICATION CASE #: \_\_\_\_\_  
**CITY OF VICKSBURG**  
**BOARD OF ARCHITECTURAL REVIEW**  
**CERTIFICATE OF APPROPRIATENESS APPLICATION**

---

**I. APPLICANT INFORMATION:**

Date of Application: \_\_\_\_\_ Residential property ( ) Commercial property ( )  
Name of Applicant: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Relationship to Property: Owner ( ) Architect ( ) Contractor ( ) Renter ( )  
Name/Address of Owner: \_\_\_\_\_  
Name/Address of Architect: \_\_\_\_\_  
Name/Address of Contractor: \_\_\_\_\_

**II. PROPOSED WORK:**

Address of Property Subject to Application: \_\_\_\_\_

Please provide a written description of each existing condition and each proposed modification. **See pages 1 - 5 that precede this application for the required information that MUST accompany this application when filed.** Applications that include exterior paint must complete a Paint Application Form. Applications that include signs **MUST** complete a sign application as well.

---

---

---

---

---

Please continue on separate sheet of paper if necessary

**III. APPLICATION FEES:**

**Check below all that apply. Fees indicated are total and not cumulative.**

**NO FEE**

- ( ) Minor or routine repair or maintenance not involving or resulting in a change in the existing structural composition or architectural design or character of the building including: materials, texture or colors.
- ( ) Painting

**\$11.00 FEE**

- |   |   |
|---|---|
| ( ) (Add to) or (remove from) Existing Building | ( ) Re-roof with a new color or material                      |
| ( ) Restore/rehabilitate Existing Building      | ( ) Addition of driveway or parking lot                       |
| ( ) Erect a new Building                        | ( ) Add or remove a fence or wall                             |
| ( ) Add or remove Awning                        | ( ) Move a building on or off site                            |
| ( ) Construct handicap access or fire escape    | ( ) Alter major landscaping                                   |
| ( ) Add or remove exterior lighting             | ( ) Rehabilitate outbuilding(s)                               |
| ( ) Change exterior material or finish          | ( ) Alter City (sidewalk) (grass) (curb)                      |
| ( ) Remove live tree                            | ( ) Add or remove steps, porch, or railing                    |
| ( ) Add or replace window(s) or door(s)         | ( ) Add a sign(s) ( <b>Sign permit application required</b> ) |
| ( ) Change site grade (earthwork)               | ( ) Other   |
| ( ) Add walk(s)                                 |   |

**\$51.00 FEE**

- ( ) Building demolition

**CERTIFICATE OF APPROPRIATENESS APPLICATION  
BOARD OF ARCHITECTURAL REVIEW**

---

It is warranted in good faith that the statements above and on attached pages(s) are true and correct. I understand that, if this application is approved, it becomes a part of the Certificate of Appropriateness and that I have received approval **ONLY** for the work specified herein, subject to any conditions or modification imposed by the Board of Architectural Review (Enforcement and Penalties are set forth in Section 825 of Ordinance 86-4 of the Code of Ordinances of the City of Vicksburg, as amended). I also understand that a CERTIFICATE OF APPROPRIATENESS IS A PRE-REQUISITE TO OBTAINING A BUILDING PERMIT; AND NO WORK MAY BEGIN UNTIL A BUILDING PERMIT IS OBTAINED.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owners Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Appeal Rights: You have the right to appeal the Board of Architectural Reviews decision to the Mayor and Aldermen within ten (10) days of such ruling, reference Section 821 of Ordinance 86-4 of the Code of Ordinances of the City of Vicksburg, as amended.

---

**STAFF USE ONLY**

I. Date application received by Planning Department: \_\_\_\_\_

II Received by: \_\_\_\_\_

III. Date application is reviewed by Board of Architectural Review: \_\_\_\_\_

IV. Action taken by Board: \_\_\_\_\_

a. The decision of the Board of Architectural Review is as follows:

The application is hereby:

- ( ) APPROVED
- ( ) APPROVED ADMINISTRATIVELY
- ( ) APPROVAL WITH CONDITIONS
- ( ) TABLED PENDING ADDITIONAL INFORMATION
- ( ) DISAPPROVED

b. Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Secretary, Board of Architectural Review

Date