



Applying for a Certificate of Appropriateness



LANDMARKS INFORMATION SERIES • NO. 1

Why is this important?

Preservation of historic districts through the design review process has many benefits:

- Preserves Kansas City's Unique Heritage
- Increases Property Values by Protecting the Investments of Owners and Residents of Historic Properties
- Results in Positive Economic Impact and Enhanced Business Recruitment Potential.
- Encourages Better Quality Design
- "Recycling" and "Rehabbing" Buildings is Good for the Environment
- Promotes Neighborhood Identity and Pride by Providing a Tangible Link to the Past
- Gives a Person or Neighborhood a Forum to Comment on Changes to Their Neighborhood.

Landmarks Commission
of Kansas City, MO
414 E. 12th Street,
26th floor City Hall
phone: (816) 513-2902
fax: (816) 513-2899

How do I know I need one?

- Is your property listed on the *Kansas City Register of Historic Places*? If you are not sure call us at (816) 513-2902
- If you are listed, the Landmarks Commission will review "exterior changes" visible from public right of way (i.e. streets, sidewalks, alleys, parks). **Note: The back of a building may be visible from the street behind it.**

What Standards do I Follow?

That Landmarks Commission reviews cases according to the *Kansas City Urban Design Guidelines*, which are based on the *Secretary of the Interior's Standards for Rehabilitation*. Copies are available in the Landmarks office.

How do I know if my project will meet the Guidelines?

The Commission is the body that decides if a project meets the Guidelines, but staff will give applicants guidance on meeting the Guidelines.

How do I fill out an application?

Most of the form is straightforward, name, address, etc . .

Who is the applicant?

An applicant can be a contractor, architect, or anyone else that the owner feels would best represent them.

What is a legal description?

An example of a legal description is: *Lots 1-2, and south half of lot #3, John White's Addition*. If you have trouble finding your legal description, someone in the Landmarks Office will assist you.

What is the Project Description?

This is the important part. Describe your plans. For example, in a roofing project, a project description may be:

I will remove my existing composite roofing and decking and install new plywood decking, underlayment, and ForeverDry three tab composite shingles in a gray color.

When describing your project, include a description of the changes and materials you are using. You may also type out the project description on a separate piece of paper and attach it to the form.

Do I need to include anything with the application form?

Yes, photographs of the house and project area are a minimum. You may also need drawings, product sheets, paint chips, or samples of products to help illustrate a project. We do accept electronic versions on disk.

What is a Product Sheet?

Manufacturers put out flyers and brochures that tell a person about their product. You can get them at stores, from contractors, or sometimes print them off the web.

Do I need to provide drawings? Do I need to hire an architect?

We do not require “professional” drawings for all the projects the Commission reviews. You can draw an illustration yourself with dimensions (measurements in inches and feet, etc.) to help the Commission better understand your project. The Codes Administration (513-1511) may require drawings for your project. If they do, we would ask for the same.

Is there a fee?

Yes, \$25 made out to the “City Treasurer.”

What happens after I file my application with the Landmarks Commission Office?

- A staff member will review the application and may request more information.
- A *Staff Report* on how the project meets the Guidelines will be written then sent to the Commission and to the applicant.
- Staff will put your application on the monthly docket for review
- Public Notice will be sent to the surrounding property owners and neighborhood association.

NOTE: The Commission’s regular meetings are once a month. Application deadlines are approximately one month before the hearing. Look closely at the schedule and file early so your project is not delayed.

Do I need to come to the hearing?

You may need to attend the hearing. Staff will advise you after your application and staff report have been completed.

What happens after the hearing?

Staff will write a *Decision Report* that will be sent to the applicant and to the Codes Administration.

This form is to help answer some common questions. If you have specific questions, please call the Landmarks Office. We are happy to help owners with the preservation of Kansas City’s historic treasures.