CITY OF FOUNTAINS
HEART OF THE NATION
KANSAS CITY
MISSOURI

City Planning and Development Department - Historic Preservation Office/Landmarks Commission
26th Floor, City Hall
414 East 12th Street
Kansas City, Missouri 64106-2795
landmarkcommission@kcmo.org

(816) 513-2902
Fax (816) 513-2899

Case No. _____
(for office use only)

CERTIFICATE OF APPROPRIATENESS APPLICATION

PROPERTY ADDRESS: _____

NAME OF DISTRICT/LANDMARK: _____

APPLICANT INFORMATION:

Name: _____ Telephone: _____ Email: _____

Street:_____City:_____ State:_____ Zip Code:_____

Applicant's Function: *(circle one)* Owner, Lessee, Agent, Architect, Contractor, Attorney, Other: _____

OWNER INFORMATION: *(if different from above)*

Name: _____ Telephone: _____ Email: _____

Street:_____City:_____ State:_____ Zip Code:_____

The Landmarks Commission reviews all proposed exterior changes to buildings, structures and landscaping that are visible from a public street, sidewalk, or alleyway, or park which includes: additions and new construction; alterations and renovations; demolition and building relocation; driveways & sidewalks; fences, walls, row hedges & trees (those that contribute to the streetscape); changes to exterior paint color; replacement of features (windows, doors, siding, etc); signs and awnings and other exterior material changes.

TIMING FOR COA REVIEW:

Typically, a minimum of three to four weeks is required from the submission date of the Certificate of Appropriateness **(COA)** application. If the application is incomplete, or if the applicant requests a change after submission, the COA application could be continued. Please note that the COA review is necessary but not sufficient for the granting of a building permit if required. Projects are also subject to city review for compliance with zoning, building, and safety codes. **The applicant must obtain all necessary permits prior to proceeding with any work.**

Have you meet or meeting with neighborhood association? Yes ☐ No ☐ Not Applicable ☐

Have you obtained or in the process of obtaining approval from other required city boards/commissions or Development Services (building permit)? Yes ☐ No ☐ Not Applicable ☐

Are you using State or Federal Historic Rehabilitation Tax Credits for your project? Yes ☐ No ☐

Application Fees

Expedited Applications **$25**

1. Painting previously painted surfaces.
2. Roofing: replacement of roofing shingles, replacement or installation of gutters and downspouts.
3. Replacement of sidewalks, front steps, driveways.
4. General landscaping including planting or removal of trees over a 12" caliper, installation or removal of hedgerows.
5. Minor exterior alterations such as installation of storm windows and doors, tuckpointing, installation of exterior lighting, installation of satellite dishes (on secondary facades), replacement or installation of awnings, removal of non-historic siding.
6. Renewal of previously approved applications in which the scope of work has not changed.

Construction of new primary buildings (single or multi-family and commercial infill) **$200**

Construction of new additions or secondary outbuildings **$100**

Demolition of contributing historic buildings or structures **$500**

All other scopes of work to designated properties **$40**

*****Double Fees:** Fees for any Certificate of Appropriateness in which the scope of work has been started or completed before the application is submitted shall be doubled.

INSTRUCTIONS:

1) Give a description of the project below.
2) Include in your application the required materials (simple repairs might not require application materials).
3) Not sure what to include? Please refer to the following pages for more information.

PROJECT DESCRIPTION:

_____

_____

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Signature of Applicant(s) ***Date***

Return form to: Landmarks Commission, 26th Floor, City Hall, 414 East 12th Street, Kansas City, MO 64106

COA REVIEW TERMINOLOGY:

Addition: increase existing building or structure by building outside of existing walls and/or roof.
Alteration: physical change to a building or structure.
Demolition: intentional destruction of all or part of a building or structure.
Feature: portion or element of a building or structure.
New Construction: complete new structure or building.
Repair: refurbish a deteriorated part of a building or structure.
Replace In-kind: match the original feature exactly including original material, scale, size, finish, detailing, & texture.
Replace with New: does not match original exactly (product/spec sheet required).

Siding & Masonry (EXISTING BUIDING)	Repair	Replace In-kind	Replace New	Add/ Remove	Required Materials
Repoint masonry: see staff for *Preservation Brief #2: Repointing Mortar Joints in Historic Masonry Buildings*					• photographs of deterioration • proposed mortar mixture
Clean and/or remove paint on masonry: see staff for *Preservation Brief #6: Dangers of Abrasive Cleaning to Historic Buildings*					• current photographs & historical photographs (if available) • product sheets (manufacturer's catalog/website page)
Waterproofing or other coatings for masonry: see staff for *Preservation Brief #1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings*					• product sheets (manufacturer's catalog/website page)
Exterior painting					• paint samples • rendering (if available)
Decorative wood or masonry features: *siding, chimneys, cornices, pilasters, columns, belt courses (band), window architraves, door pediments & etc.*					• historical photographs (if available) • product sheets (manufacturer's catalog/website page) • FOR NEW MATERIALS: bids for repair, replace in-kind, and/or replace with new
Other:					

Windows & Doors (EXISTING BUIDING)	Repair	Replace In-kind	Replace New	Add/ Remove	Required Materials
Windows, doors & shutters					• photographs of deterioration & historical photographs (if available) • product sheets (manufacturer's catalog/website page) • FOR NEW WINDOWS & DOORS: bids for repair, replace in-kind, and/or replace with new material
Cut, close or alter openings & remove or install windows/doors					• current photographs & historical photograph (if available) • product sheets (manufacturer's catalog/website page)
Other:					

Roof & Guttering (EXISTING BUIDING)	Repair	Replace In-kind	Replace New	Add/ Remove	Required Materials
Roof materials: *composition shingles, slates, tile, wood shingles or metal*					• product sheets (manufacturer's catalog/website page)
Roof features: *box gutters, hanging gutters, soffits, brackets, parapets, dormers, skylights & etc.*					• historical photographs (if available) • FOR NEW MATERIALS: product sheets (manufacturer's catalog/website page) • FOR COVERING BOX GUTTERS: bids for repair, replace in-kind, and/or replace with new material
Other:					

Porches & Balconies (EXISTING BUIDING)	Repair	Replace In-kind	Replace New	Add/ Remove	Required Materials
Porch features: *columns, balustrades/railings, roof, flooring, stairs & skirt*					• historical photographs (if available) • FOR NEW MATERIALS: product sheets (manufacturer's catalog/website page) • dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet)
Enclose/screen/open porch					• historical photographs (if available) • product sheets (manufacturer's catalog/website page) • dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet)
Other:					

Awnings, Lighting, Signs & Satellites (EXISTING BUIDING)	Repair	Replace In-kind	Replace New	Add/ Remove	Required Materials
Awnings & signs					• photographs of installation location & historical photographs (if available) • product sheets (manufacturer's catalog/website page) • dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • method of attachment
Lighting & satellites					• photographs of installation location & historical photographs (if available) • product sheets (manufacturer's catalog/website page) • method of attachment
Other:					

ADDITIONS & NEW CONSTRUCTION	Repair	Replace In-kind	Replace New	Add/ Remove	Required Materials
Accessory building: *garage, storage/potting shed, gazebo, pergola, carport & etc.*					• dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • dimensioned site plan—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • product sheets (manufacturer's catalog/website page)
Principal (main) building: *residential or commercial*					• dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • dimensioned site plan—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • product sheets (manufacturer's catalog/website page)
Addition to existing building: *expansion*					• dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • product sheets (manufacturer's catalog/website page) • dimensioned site plan—accurate hand drawings are acceptable (maximum 11 x 17 sheet)
Americans with Disability Act (ADA) Ramp					• dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • product sheet (manufacturer's catalog/website page) • dimensioned site plan—accurate hand drawings are acceptable (maximum 11 x 17 sheet)
Other:					

SITE WORK	Repair	Replace In-kind	Replace New	Add/ Remove	Required Materials
Driveways, sidewalks & parking area					• dimensioned site plan (maximum 11 x 17 sheet) • IF OTHER THAN CONCRETE: product sheets (manufacturer's catalog/website page)
Retaining walls, walls, fencing, gates, yard lights, fountains, ponds & AC units					• historical photographs (if available) • dimensioned site plan (maximum 11 x 17 sheet) • dimensioned elevation drawings—accurate hand drawings are acceptable (maximum 11 x 17 sheet) • product sheets (manufacturer's catalog/website page)
Tree removal/planting, hedge rows & plantings taller than 3-feet					• dimensioned site plan (maximum 11 x 17 sheet) • product sheets (manufacturer's catalog/website page)
Other:					

DEMOLITION/RELOCATION	Repair	Replace In-kind	Replace New	Add/ Remove	Required Materials
Demolition of main building					• photographs of deterioration • engineer's evaluation • bids for repair • reasons for demolition • planned use of site after demolition • *see staff for other materials that may be required*
Demolition of accessory building: *garage, storage/potting shed, gazebo, carport & etc.*					• photographs of structure • reasons for demolition • planned use of site after demolition • *see staff for other materials that may be required*
Other:					