



COA Application – Historical Preservation Board Level

PLEASE SUBMIT A COMPLETED COPY OF THE ATTACHED CHECKLIST WITH THIS APPLICATION

LEVEL OF APPLICATION **Historical Preservation Board**

DATE OF SUBMITTAL _____

PROPERTY INFORMATION

Historic name of property _____

Property address _____

Description of proposed alterations

APPLICANT INFORMATION

Name of applicant: _____

Applicant's address: _____

Phone number: _____

Fax number: _____

E-mail address: _____

Applicant's signature: _____ Date: _____

Property owner's name: _____

Property owner's signature: _____ Date: _____

RECEIVED BY THE COMMUNITY DEVELOPMENT DEPARTMENT
(To be completed by Community Development Department staff)

Date: _____

Received by: _____

See reverse side for additional information required for a complete application



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APPLICATION PROCESS AND SUBMITTALS

A pre-application conference with city staff is strongly encouraged.

Applications should contain information to assure full presentation of pertinent facts for proper consideration of the application, including:

- Completed application form
- Cover letter addressed to the Historical Preservation Board describing the proposed project and signed by property owner.
- Names and addresses of abutting property owners.
- Plans (please see the Checklist for required information on the plans)

Number of plan sets required:

2 At time of initial submittal.

20 After completion of staff review and at time of scheduling for Historical Preservation Board review.

If you have further questions, please contact Dennis Swain, Historic Preservation Planner, dswain@littletongov.org or 303-795-3755.