

# CERTIFICATE OF APPROPRIATENESS

City of Crowley, Louisiana

Historic District Commission

425 N Parkerson Ave, Crowley, LA 70526 337.783.0824



## **SUBMISSION INSTRUCTIONS:**

The City of Crowley Historic District Commission is responsible for the review of all exterior physical changes to the structure of any properties located within the City of Crowley's historic district both to contributing and non-contributing structures, new construction located on property within the boundaries of the historic district, movement of structures within the historic district boundaries, signage erected for any business located within the historic district boundaries, and demolition of any property located within the historic district boundaries. **ALL properties within the district boundaries must obtain a COA for these specifications INCLUDING properties located on commercial highways and within commercial/business districts.** Please fill out this form to completion and submit to the office of zoning and permitting at Crowley City Hall - 425 N Parkerson Ave, Crowley, LA 70526.

## **PROPERTY INFORMATION:**

PROPERTY ADDRESS:

DESIGNATION STATUS (CHECK ALL THAT APPLY):

- PHYSICAL CHANGES MADE TO CONTRIBUTING HISTORIC PROPERTY (NEEDS ATTACHMENT A)
- PHYSICAL CHANGES MADE TO NON-CONTRIBUTING PROPERTY (NEEDS ATTACHMENT A)
- CONSTRUCTION OF NEW STRUCTURE / RELOCATION OF A STRUCTURE (NEEDS ATTACHMENT B)
- SIGNAGE REQUEST (NEEDS ATTACHMENT C)
- REQUEST FOR DEMOLITION (NEEDS ATTACHMENT D)

## **PROPERTY OWNER/AGENT CONTACT DETAILS:**

OWNER'S NAME:

OWNER'S CONTACT PHONE NUMBER:

OWNER'S MAILING ADDRESS:

OWNERS E-MAIL ADDRESS:

**AGENT INFORMATION (IF APPLICABLE):**

AGENT NAME:

AGENT'S CONTACT PHONE NUMBER:

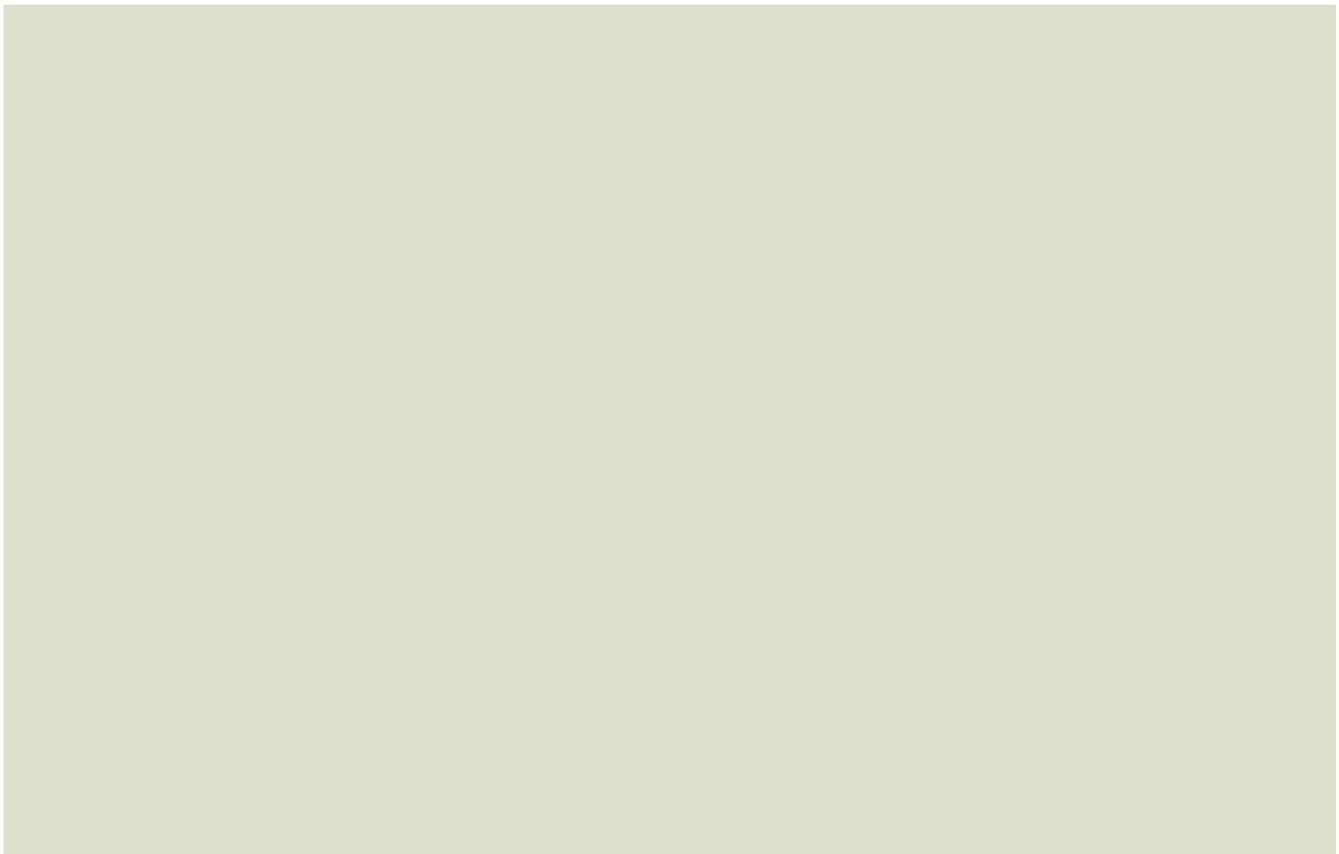
AGENT OFFICE ADDRESS:

AGENT E-MAIL ADDRESS:

**WRITTEN DESCRIPTION AND CHECKLIST - ALTERATION / ADDITION TO CURRENT CONTRIBUTING / NON-CONTRIBUTING STRUCTURE WITHIN THE HISTORIC DISTRICT:**

- **Property description of current conditions and any prior alterations or additions**
- **Proposed work; plans to change any exterior features, and/or addition description**
- **Current building material conditions and originality of any materials proposed to be repaired or replaced**
- **Proposed new materials description; attach specification sheets if necessary**
- **Photographs of elevations of all sides (current photos)**
- **Detail photos of exterior elements subject to proposed work**
- **Historical photos as evidence for restoration work (if available)**
- **Renderings of elevations of all sides after proposed work**
- **Detailed renderings ( close up) with measurements of proposed work**
- **Paint colors (if applicable) names or shade numbers with paint chip examples**
- **Other material colors (brick/stone/stained wood/ironwork) (if applicable) with sample photos**

**WRITTEN DESCRIPTION : (please provide written narrative here)**



**WRITTEN DESCRIPTION AND CHECKLIST - CONSTRUCTION OF NEW BUILD WITHIN THE HISTORIC DISTRICT:**

- Photographs - site as seen from the street
- Photographs - streetscape/context photos
- Photographs - contributing structures on the blockface and opposing blockface
- Site plans – existing and proposed scaled together
- Floor plan(s) - existing and proposed scaled together
- Roof plan - existing and proposed scaled together
- Front, side, and rear elevations - existing and proposed scaled together
- Window and/or door schedule - existing and proposed

**WRITTEN DESCRIPTION AND CHECKLIST - RELOCATION WITHIN THE HISTORIC DISTRICT:**

- Move a contributing structure on its current property
- Move a contributing structure out of the historic district
- Move structure into the historic district (original structures construction date must fall between the historic districts period of significance - years 1887 to 1960)

**WRITTEN DESCRIPTION : (please provide written narrative here)**

**APPLICATION WORKSHEET - BUSINESS REQUEST FOR NEW SIGNAGE:**

Please select the type of signage you would like to apply for:

- Window Signage - Glass Mounted
- Blade Sign
- Other Hanging Sign (canopy / post)
- Building Mounted Sign

Sign Materials (you may only select from approved list of signage materials)

- Vinyl Lettering (window signage ONLY)
- Wood
- Metal
- High Density Polyurethane

Does your signage request contain lighting or neon? (if yes, please include colors of lighting and types of bulbs in your written description.

- YES
- NO

**WINDOW SIGNAGE ONLY**

Window signage may not exceed 30% of window space provided. If you are applying for a window sign please provide the width and height of the window space in question.

Window Width       Window Height

If you are applying for a window sign please provide the width and height of the design that will be placed on your window.

Design Width       Design Height

**WRITTEN DESCRIPTION :**

Please provide signage details including the exact type of materials being used and all colors present on the signage (with color swatch numbers or names attached). Please attach renderings of signage both in detail and in comparison to the building (mockups featuring what the signage will look like on the building preferred)

**REQUEST FOR DEMOLITION WITHIN THE HISTORIC DISTRICT - CHECKLIST**

PLEASE PROVIDE THE FOLLOWING:

- Photographs - site as seen from the street
- Photographs - streetscape/context photos
- Photographs - contributing structures on the blockface and opposing blockface
- Notice of condemnation from The City of Crowley
- Photographs of all elevations of exterior - including all damage to the structure
- Photographs of interior (if available)

Do you plan to salvage any materials from the structure?

- YES       NO

May other preservationists reach out to you regarding materials salvaged from this structure that may be available for purchase?

- YES       NO

Please provide the information below if so:

INDIVIDUAL / COMPANY HANDLING SALVAGED MATERIALS:

CONTACT PHONE NUMBER:

MAILING ADDRESS:

E-MAIL ADDRESS:

Please send all photos and/or files needed to support your COA to  
[info@crowleymainstreet.org](mailto:info@crowleymainstreet.org)