

**City of Marksville, Historic Preservation District Commission
Certificate of Appropriateness (COA) Application Form (Exterior Work Only)**

PLEASE PRINT LEGIBLY

Date _____

Property Owner _____ Phone _____

Mailing Address of Owner _____

Name of Applicant (if different) _____ Phone _____

Mailing Address of Applicant _____

Site Address _____

Property dimension frontage (for sign applications) _____

Applicant Signature _____

Reason (check all that apply):

1. _____ Repair in Kind (similar materials)
2. _____ Extensive Renovation or Repair
3. _____ New Construction
4. _____ Signage
5. _____ Demolition
6. _____ Other (specify)

I/We hereby agree to comply with the provisions of all ordinances, guidelines, and decisions of the Commission applicable to the above request that is further detailed in this application, except via the established appeals process. It is also agreed that any code requirements omitted during initial plan review will be complied with immediately upon notice.

The deadline to submit an application is seven (7) calendar days prior to the meeting date. Return this application with all attachments to the Marksville City Hall office at 427 N. Washington Street. The Historic Preservation District Commission meets the first Thursday of each month at 6:00 p.m. at the Marksville Fire Station meeting room, 512 N. Main St. Marksville, LA 71351. The applicant or duly authorized (in writing) representative must be present at the meeting to present the application.

COA Applications must include ALL of the following (same as building permit requirements, except Fire Marshall plan not required):

- Completed COA Application Form
- Survey Plat or similar visual showing the location of the proposed project
- Cash deed or paperwork demonstrating ownership of property
- If property is leased to applicant, a copy of the lease agreement is required
- Plans for new building, house, addition, pool, sign, apartment, etc. Can be hand drawn, but at a minimum must be approximately to scale, label all exterior finish materials (brick, wood, etc), and show elevation of all sides where work will be done.