



HISTORIC PRESERVATION

For questions about this application, please contact the Building Dept. at 636-528-1254.

APPLICATION FOR CERTIFICATE OF DESIGN REVIEW

An application for a Certificate of Design Review must be made prior to applying for a demolition permit or a building permit or altering the exterior architectural appearance of any Landmark or any structure within a Historic District including but not limited to the following:

1. Any construction, alteration, or removal requiring a building permit/zoning approval;
2. Any demolition in whole or in part requiring a demolition permit;
3. Any alteration affecting a significant exterior architectural feature or appearance as specified in the ordinance designating the Landmark or Historic District;
4. Any construction, alteration or removal involving earth-disturbing activities that might affect archaeological resources;
5. Any actions to correct a violation of a minimum maintenance standard.

Applications for a Certificate of Design Review shall include accompanying plans and specifications affecting the exterior architectural appearance of a designated Landmark or a property within a designated Historic District; and applications for demolition permits shall include plans and specifications for the contemplated use of the property. The Building Department shall forward applications for building and demolition permits to the Troy Historic Preservation Commission. A building or demolition permit shall not be issued until the Troy Historic Preservation Commission has issued a Certificate of Design Review. Any applicant may be present during the review of the application by the Historic Preservation Commission. Application for review of alterations not requiring a building permit for which a Certificate of Design Review is required shall be made on this form and be considered at the next regular scheduled meeting of the Troy Historic Preservation Commission.

Check the application that applies:

- Landmark (structure)**
- Landmark (archaeological site)**
- Historic District**

Definition:

A landmark is a property, district, structure, site, or object which is worthy of rehabilitation, restoration and preservation because of its historic and/or architectural significance to the City of Troy, and which has been designated as such by ordinance of the City of Troy.

I. PROPERTY INFORMATION

Property Name: _____

Historic Name(s): _____

Address: _____

APPLICANT:

Name: _____

Address: _____

City: _____ State: _____

Contact Phone Number: _____

PROPERTY OWNER:

Name: _____

Address: _____

City: _____ State: _____

Contact Phone Number: _____

Property Owner's Signature: _____

Description of Work: _____

Provide Photographs of All Four Elevations and Detailed Area of Work: _____

Samples of all materials and colors to be used: _____

Applicants Signature _____ *Date* _____

II. ADDITIONAL INFORMATION

The Troy Historic Preservation Commission shall review the application for a building or demolition permit or for a Certificate of Design Review and issue or deny the permit within forty-five (45) days of receipt of the application. Written notice of the approval or denial of the application for a Certificate of Design Review shall be provided to the applicant within fourteen (14) days following the determination of the Troy Historic Preservation Commission.

A Certificate of Design Review shall become void unless construction is commenced within twenty four months of the date of issuance. Certificates of Design Review shall be issued for a period of twenty four months and are not renewable. If the project is not completed according to the guidelines provided in the Certificate of Design Review, the project shall be deemed in violation of this ordinance.

Denial of a Certificate of Design Review

A statement of the reasons for the denial shall accompany a denial of a Certificate of Design Review. The Troy Historic Preservation Commission shall make recommendations to the applicant concerning changes, if any, in the proposed action that would cause the Troy Historic Preservation Commission to reconsider its denial and shall confer with the applicant and attempt to resolve as quickly as possible the differences between the owner and the Troy Historic Preservation Commission. The applicant may resubmit an amended application or reapply for a building or demolition permit that complies with the recommendations of the Troy Historic Preservation Commission.

Stop Work Order

Whenever the Troy Historic Preservation Commission has reason to believe that an action for which a Certificate of Design Review is required has been initiated, or is about to be initiated, or that a violation of the conditions of a permit has occurred, it shall request that the Building Commissioner make every reasonable effort to contact the owners, occupants, contractors or subcontractor and inform them of proper procedures. If the Troy Historic Preservation Commission determines that a stop work order is necessary to halt an action, it shall request the Building Commissioner to send a copy of the stop work order by certified mail return receipt requested to the owners, occupants, contractors and subcontractors, and notify them of the process of applying for a Certificate of Review. A copy of the proper application form shall be included in the notice. If necessary, a second or subsequent stop work order may be issued for the same project.

**(FOR CITY OF TROY STAFF USE ONLY)
UPON HISTORIC PRESERVATION COMMISSION REVIEW**

Status: **APPROVED** **REJECTED** (circle one)

Approved/Rejected by: _____ Date: _____

Print Name and Title: _____

Statement of Reasons: _____



Office Use Only

Date _____

Troy Historic Preservation Commission
CERTIFICATE OF DESIGN REVIEW

City of Troy, Missouri, _____, 20_____.

This certifies that (name) _____

has permission to perform work on historically designated property at (address) _____

conforming in every respect to the terms of the applications on file in this office and to the provisions of the Statutes and Ordinances of the City of Troy, Missouri.

Building Department _____ Date _____

Print Name and Title _____

This certificate shall become void unless work is commenced within 24 months of date of issuance.