

## Salina Heritage Commission – Certificate of Appropriateness Application

**City of Salina Heritage Commission**  
**Department of Planning & Community Development**  
300 W. Ash , City-County Building, Room #201  
Salina, KS 67402-0736  
785-309-5720 FAX 785-309-5713  
*john.burger@salina.org*

**Application No. #CA** \_\_\_\_\_  
Application Date \_\_\_\_\_  
Received by \_\_\_\_\_  
Site Plan attached (y/n) \_\_\_\_\_  
Building/Sign Permit No. \_\_\_\_\_

**Applicant Please Complete the Following:**     *Please type or print clearly.*

1. Address of Property \_\_\_\_\_
2. Environs of which National/State Register property (if applies) \_\_\_\_\_
3. Applicant's Name \_\_\_\_\_
4. Applicant's Address \_\_\_\_\_
5. Applicant's Phone (Business) \_\_\_\_\_ (Home) \_\_\_\_\_
6. Property Owner Name (if different) \_\_\_\_\_
7. Property Owner Address (if different) \_\_\_\_\_
8. Property Owner Phone (Business) \_\_\_\_\_ (Home) \_\_\_\_\_
9. Contractor/Architect \_\_\_\_\_
10. Contractor/Architect Address \_\_\_\_\_
11. Contractor/Architect Phone \_\_\_\_\_

12. Heritage Conservation Designation of Property:      Heritage Conservation District Resource  
 Historic Landmark    National/State Register    NR/SR Environs Property  
 Historic District:    Local Landmark    Contributing Property    Non-contributing Property

13. **Describe each modification or improvement**, using one numbered section for each component of the project. For small-scale projects you must provide a floor plan and elevations that show the location of the proposed work and the final appearance of the completed project. Provide photographs showing the existing structure and the area that will be affected by the proposed work. Provide complete architectural drawings, such as floor plans, elevations, wall sections and detail drawings, for complex or extensive projects. Material and specifications must be listed in detail. Provide a completion date for each component of the project. Attach additional sheets to this application where necessary.

*Note: This is not a Building Permit Application. If a building permit is required for this work, a separate application must be completed at the City Building Services Department, Room #201.*

**1. Describe proposed project:**

\_\_\_\_\_

**Describe condition of existing materials**

\_\_\_\_\_

**Describe replacement or new materials**

\_\_\_\_\_

**Describe method of rehabilitation**

\_\_\_\_\_

**Provide a completion date for the project** \_\_\_\_\_

**2. Describe proposed project:**

\_\_\_\_\_

**Describe condition of existing materials**

\_\_\_\_\_

**Describe replacement or new materials**

\_\_\_\_\_

**Describe method of rehabilitation**

\_\_\_\_\_

\_\_\_\_\_

**Provide a completion date for the project** \_\_\_\_\_

Property Owner's Signature

Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

<b>For Heritage Commission Use:</b>	
Application status _____	Date _____
Legal Description of Property _____	
_____	
Current Zoning of Property _____	Current Use _____
Heritage Commission Review Date _____ Owner notified _____	
_____ <i>Approved</i> _____ <i>Approved with Conditions</i> _____ <i>Denied</i> _____ <i>Tabled/Date</i> _____	
_____ <i>Certificate of no material effect</i> _____ <i>Administrative Review</i> _____ <i>Referred to Commission</i>	
Conditions of approval _____	
_____	
Reasons for denial _____	
_____	
Heritage Commission Chair	Preservation Planner
_____	_____
Date	Date
_____	_____