



City of Chesterfield

Planning and Development Services Division

For questions about this application, please contact the "Planner of the Day" at 636-537-4733.

CERTIFICATE OF APPROPRIATENESS APPLICATION

An application for a Certificate of Appropriateness 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 Appropriateness 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 Planning and Development Services Division shall forward applications for building and demolition permits to the Chesterfield Historic and Landmark Preservation Committee within seven (7) days following the receipt of this application. A building or demolition permit shall not be issued until the Chesterfield Historic and Landmark Preservation Committee has issued a Certificate of Appropriateness. Any applicant may request a meeting with the Chesterfield Historic and Landmark Preservation Committee before the application is reviewed by the Chesterfield Historic and Landmark Preservation Committee or during the review of the application. Application for review of alterations not requiring a building permit for which a Certificate of Appropriateness is required shall be made on this form and be considered at the next regular scheduled meeting of the Chesterfield Historic and Landmark Preservation Committee.

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 Chesterfield, and which has been designated as such by ordinance of the City of Chesterfield.

I. PROPERTY INFORMATION

Property Name: _____
Historic Name(s): _____
Address: _____
Locator Number(s) _____
Subdivision Name: _____ **Plat Book/Page:** _____
Proximity to closest major intersection: _____

OWNER OF PROPERTY:

Name: _____
Address: _____
City: _____ **County:** _____ **State:** _____

Description of Work:

II. DEVELOPMENT INFORMATION

Current Zoning District: _____
Existing Uses(s) on property: _____
Existing Overlay Districts: [] "H" – Historic [] C.U.P. [] C.S.P. [] L.P.A. [] Other:
Check (✓) all that apply
Ordinance Number(s): _____

III. ADDITIONAL INFORMATION

The Chesterfield Historic and Landmark Preservation Committee shall review the application for a building or demolition permit or for a Certificate of Appropriateness 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 Appropriateness shall be provided to the applicant and the Planning and Development Services Director within seven (7) days following the determination and shall be accompanied by a Certificate of Appropriateness in the case of an approval.

A Certificate of Appropriateness shall become void unless construction is commenced within six (6) months of the date of issuance. Certificates of Appropriateness shall be issued for a period of eighteen (18) months and are renewable. If the project is not completed according to the guidelines provided in the Certificate of Appropriateness, the project shall be deemed in violation of this ordinance.

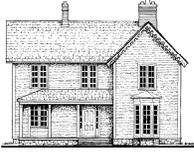
Denial of a Certificate of Appropriateness.

A statement of the reasons for the denial shall accompany a denial of a Certificate of Appropriateness. The Chesterfield Historic and Landmark Preservation Committee shall make recommendations to the applicant concerning changes, if any, in the proposed action that would cause the Chesterfield Historic and Landmark Preservation Committee 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 Chesterfield Historic and Landmark Preservation Committee. The applicant may resubmit an amended application or reapply for a building or demolition permit that complies with the recommendations of the Chesterfield Historic and Landmark Preservation Committee.

Stop Work Order.

Whenever the Chesterfield Historic and Landmark Preservation Committee has reason to believe that an action for which a Certificate of Appropriateness 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 Planning and Development Services Director make every reasonable effort to contact the owners, occupants, contractors or subcontractor and inform them of proper procedures. If the Chesterfield Historic and Landmark Preservation Committee determines that a stop work order is necessary to halt an action, it shall request the Planning and Development Services Director 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 Appropriateness. 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.

<i>(FOR CITY OF CHESTERFIELD STAFF USE ONLY)</i>					
UPON CHESTERFIELD HISTORIC AND LANDMARK PRESERVATION COMMITTEE REVIEW					
Status:	APPROVED	REJECTED	(circle one)		
Approved/Rejected by:				Date:	
Print Name and Title:					
Statement of Reasons:					

CHLPC FORM 6A - 3/02		<p style="text-align: center;">CHLPC Office Use Only</p> <hr/> Application Number _____ Approved _____ Denied _____ Date _____
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**Chesterfield Historic and Landmark Preservation Committee
CERTIFICATE OF APPROPRIATENESS**

City of Chesterfield, 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 Chesterfield, Missouri.

**Chesterfield Historic and Landmark Preservation
Committee Member**

Division of Planning and Development Services

Date _____

Print Name and Title _____

This certificate shall become void unless work is commenced within six (6) months of date of issuance.