

Historic Landmark Commission

Application for Certificate of Appropriateness

No structure located in the B-3 Zone shall be reconstructed, restored or altered without a Certificate of Appropriateness approved by the City of Beckley Historic Landmark Commission. This committee is established under the provisions of Courthouse Square (B-3 Zone) Summary of Guidelines. This requirement applies to ALL property located in the Courthouse Square, B-3 Zone. This requirement shall not apply to interior remodeling of spaces above the ground floor. This requirement does apply to murals and other super graphics that may be painted or erected on the outside of a building. The determination of appropriateness shall consider economic feasibility and tenant needs, as well as architectural guidelines and standards. *Note: No work may commence until the Certificate of Appropriateness is approved.*

Schematic plans drawn to scale showing the exterior or the proposed construction work shall be submitted to the Historic Landmark Commission. The Commission has adopted uniform rules requiring information necessary to evaluate an application for Certificate of Appropriateness and should include:

- * Applicant knowledgeable with scope **must** attend HLC meeting
- * Plans for façade change
- * Material lists
- * Textures, attach samples
- * Schedule of construction
- * Intended use of building
- * Address of structure: _____
- * Elevation, to scale
- * Colors, attach samples
- * Lighting
- * Signage, attach pictures
- * Tax Map _____, Parcel _____

Scope of work: _____

Owner: _____ Phone Number: _____

Owner's Address: _____

Applicant: _____ Phone Number: _____

Applicant's address: _____

Note: Applications should be submitted to the Code Enforcement Department. The HLC is scheduled to meet the second Thursday of every month, if applications are received. Please call 304.256.1738 to confirm meeting date and time.