



OZARK HISTORIC PRESERVATION COMMISSION

P.O. Box 295 Ozark, Missouri 65721
(417) 581-2407 Fax (417) 581-0353

Certificate of Appropriateness/Certificate of No Effect Application

Please complete all information on both pages of the application and attach additional information requested by the checklist.

Applicant Information

Site Address: _____

Business Name: _____

Applicant: _____

Check One: Owner Tenant Contractor Architect Engineer

Mailing Address: _____

Building Owner: _____

Mailing Address: _____

Email: _____ Phone: _____

Contractor Business Name: _____

Contractor Name: _____

Mailing Address: _____

Email: _____ Phone: _____

Project Description

Sample applications are available from the P & D Staff upon request.

Type of Improvement:

___ Repairs

___ Addition

___ Alternations

___ New Construction

___ Demolition

___ Signage

Description of work:



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Supporting Documentation: *(digital files appreciated)*

- _____ Site plan with structures located on property
- _____ Photographs indicating current condition of each building elevation
- _____ Scaled drawings of proposed work on building elevation with detailed measurements. This should demonstrate the final proposed work product.
- _____ A scaled drawing of the buildings on each side for context
- _____ List of materials proposed for project with drawings indicating where each will be used.
- _____ Samples and/or informational data for materials to be used in proposed work.
- _____ Additional information as deemed necessary by OHPC and/or P & D staff.

The undersigned applicant and owner agree to comply with all conditions of an approved Certificate of Appropriateness (COA) including familiarity of the OHPC Design Guidelines and other conditions as specified by the OHPC and/or City of Ozark building codes and regulations. I understand that no changes in scope of work are permitted without the additional review and approval of OHPC. Failure to adhere to the approved project scope constitutes a City of Ozark building code violation.

Applicant: _____ **Date:** _____
Owner: _____ **Date:** _____

Determination of Process after reviewing the application and the ordinance:

___ Certificate of No Effect (CNE) ___ Certificate of Appropriateness (COA)
 Staff Signature: _____ Date: _____

Certificate of Appropriateness:

Approved:	OHPC Official Signature:
	Date:
Denied:	OHPC Official Signature:
	Date:



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OBTAINING A CERTIFICATE OF APPROPRIATENESS (COA) OR CERTIFICATE OF NO EFFECT (CNE)

It is OHPC's goal to make the application process clear, smooth and efficient for the building owner. You can download a COA application online at the City's website www.ozarkmissouri.com or get a hard copy directly from the Planning and Development Department at City Hall which is located at 205 North 1st St. The OHPC conducts COA hearings at regular meetings scheduled the second Monday of each month at 6:00 pm in the City of Ozark's Council Chambers.

Step 1

- Obtain an application from the City website or the Planning and Development Department. You shall also confirm with City Staff whether any permits will be required prior to proceeding with improvements.

Step 2

- Consult the Ozark Historic Preservation Design Guidelines and Chapter 420 of the City Ordinance to best understand the preservation requirements for your project.
- Describe your proposed project as thoroughly as possible utilizing drawings illustrations and material brochures for added clarity. Consult City Staff for questions you might have on how to prepare the best COA/CNE application.

Step 3

- Turn in signed application at least one week prior to the OHPC meeting to assure inclusion on the hearing agenda: OHPC meets the second Monday of each month @ 6:00 pm, in the Council Chambers.
- It is required that the applicant attend the hearing to address any questions or concerns the OHPC might have about your proposed project.

Step 4

- Staff within Planning and Development Department will review the application for completeness. At this time, staff will review for determination of a Certificate of Appropriateness (COA) or a Certificate of No Effect (CNE). Determination of a CNE will not require going before the Commission, according to city Code Section 420.020.

Step 5

- The OHPC will make a determination on your project within forty-five days of submittal. Depending on the complexity, most projects are determined much more quickly.
- If your project is approved, the COA will be issued and the City Staff shall notify the applicant within seven days.

Step 6

- If your project requires additional City permitting documents, you may then initiate that procedure by contacting the Planning and Development Department at 417-581-2407 or by visiting the Planning and Development Department at 205 N. 1st St.