

## Hinton Historic Landmarks Commission Certificate of Appropriateness Application

### APPLICATION INSTRUCTIONS

The Hinton Historic Landmarks Commission (HLC) reviews all applications for construction, alteration, relocation, demolition, or repair of any landmark, building, structure, or site within the Historic District where such changes are visible or intended to be visible from an adjacent public right-of-way.

Design review for this project will not begin until a complete application is received. The HLC reserves the right to delay consideration and/or action on a submittal in the event that information is missing and/or changed at the time of the scheduled design review or public hearing. There is no fee for the application. Applications requiring HLC ruling must be received at least ten business days prior to an HLC meeting for inclusion on meeting agenda. Applications that can be reviewed by staff are done so on a rolling basis. Please consult the attached table on page 3 of this application to determine the reviewer of your project.

Drawings, sketches, photographs, material samples, and a written description sufficient in detail to explain planned work must be submitted with the application. HLC will not take action without submission of proposed materials.

Submit this form with supporting documentation to Hinton Historic Landmarks Commission, City Hall, 322 Summers St, Hinton, WV 25951. Applications can also be emailed as PDF files to [hintoncitymanager@hotmail.com](mailto:hintoncitymanager@hotmail.com). Applications must be typed or legibly printed.

### CURRENT OWNER INFORMATION

Owner 's Name:

Property Name and Address:

Contact Phone:

E-mail:

City:

State:

ZIP Code:

### APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)

Applicant's Name:

Address:

City:

State:

ZIP Code:

E-mail:

Contact Phone:

Relationship to Current Owner:

### CONTRACTOR INFORMATION

Company Name:

Contact Name:

Mailing address:

Project Estimate:

Phone:

E-mail:

State Contractor's License Number:

City Business License Number:

### SCOPE OF WORK

Repair/Replacement-in-kind    Demolition    Addition    New Construction    Alteration    Relocation

### CHECK ALL THAT WILL BE AFFECTED BY PROPOSED ACTIVITY

<input type="checkbox"/> Architectural feature (decorative)	<input type="checkbox"/> Masonry: cleaning, tuck pointing, removal	<input type="checkbox"/> Doors and transoms	<input type="checkbox"/> Wood cornices and concealed box gutters	<input type="checkbox"/> Windows: replacement, removal, or new opening	<input type="checkbox"/> Historic markings or paintings
<input type="checkbox"/> Porch or Deck	<input type="checkbox"/> Signs	<input type="checkbox"/> Cut stone steps	<input type="checkbox"/> Awnings and canopies	<input type="checkbox"/> Major landscaping or site work	<input type="checkbox"/> Trim: wood or metal
<input type="checkbox"/> Roof: Change in shape/profile	<input type="checkbox"/> Shutters	<input type="checkbox"/> Security features	<input type="checkbox"/> Iron fences	<input type="checkbox"/> Painting	<input type="checkbox"/> Other (explain)

**DESCRIPTION OF THE PROPOSED ACTIVITY:**

**CERTIFICATION**

I hereby certify that the project described herein as approved by the Hinton Historic Landmarks Commission (HHLC), as required by the Landmark Preservation Ordinance (Chapter 32, Hinton Municipal Code). I understand that HHLC staff will monitor this project to ensure compliance with the approved design. I also authorize HHLC staff to perform unannounced site visits as part of the compliance verification process. I further understand that falsification of factual representation in the application is subject to criminal sanctions of up to \$1000 a day in fines pursuant to the Hinton Municipal Code, Chapter 32, Section 12.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit an original, completed application to one of the following addresses. Incomplete applications will be returned to the applicant.

Hard Copy:

Electronically:

City of Hinton  
Historic Landmarks Commission  
322 Summers St  
Hinton, WV 25951

hintoncitymanager@hotmail.com

HHLC Use Only	
<b>Staff Review</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Incomplete <input type="checkbox"/> COA Not Required
<b>HHLC</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Tabled until _____
<b>Conditions of Approval</b>	
<b>Date</b>	<b>Signature</b>

**Hinton Historic Landmarks Commission  
Work Requiring Certificates of Appropriateness**

Type of Work	No COA Required	Staff Approval Only (Accepted on a rolling basis)	Historic Landmarks Commission Review (Application must be received at least 10 days in advance of a meeting for inclusion on agenda)
New construction (buildings, additions, decks)			✓
Demolition of any structure or part of a structure			✓
Relocation of buildings			✓
Change in materials			✓
Repair/replacement when there is no material change		✓	
Installation of mechanical equipment, such as HVAC units, which are completely screened from view		✓	
Replacement of a flat roof, not visible from a public right-of-way		✓	
Installation of satellite dishes/antennas when visible from public right-of-way			✓
Reline gutters		✓	
Caulking and weather-stripping	✓		
Minor landscaping	✓		
Re-secure loose wood/shingles	✓		
Any interior work	✓		
Major landscaping/site work			✓
Construction of walls/fences			✓
Replacement of fence/wall with no material change		✓	
Awnings and canopies			✓
Fire escapes			✓
Installation of new doors or windows			✓
Window replacement with new material			✓
Window repair with like material		✓	