



## CERTIFICATE OF APPROPRIATENESS (COA) FIELD CHANGE PROCEDURES

An improvement authorized through a Certificate of Appropriateness (COA) shall be constructed in all respects in accordance with the approved COA. Any change to the approved COA requires additional review from either staff or the Historic Preservation Commission through a field change process before the work begins. The field change process is specified as follows:

1. Upon approval of the COA (when a building permit is not required) or the building permit (when a building permit is required), the Owner/Contractor will be contacted by a City Inspector who will serve as the Owner/Contractor's point of contact for any potential field changes throughout the construction process.
2. The Owner/Contractor shall inform the Inspector prior to beginning any work that is not consistent with the approved COA. These changes may include:
  - a. Demolition beyond what is authorized in the COA;
  - b. A change in building materials;
  - c. A change in material specifications;
  - d. A change in architectural style; and
  - e. Any other changes that would result in visible difference in the exterior of the improvement.
3. With the assistance of the City Inspector, the Owner/Contractor shall fill out the field change form, attach any necessary drawings and pictures as required by the Inspector, and submit completed materials to the Inspector.
4. The Inspector shall convene a meeting with a Planner and a Building Reviewer to review the proposed field change within 3 days of receipt of the field change form and accompany materials.
5. Following the meeting, the Inspector will inform the Owner/Contractor of staff's determination on the proposed change and provide a copy of the field change form to the Owner/Contractor. The form will specify the next course of action required for the Owner/Contractor. Substantial field changes may require a review by the Historic Preservation Commission at their next available meeting.
6. If the proposed field change is approved, the Owner/Contractor may proceed with constructing the proposed change. If it is denied, the Owner/Contractor shall construct the improvement per the original, approved COA.

**Record your Inspector's name and contact here:**

**Inspector:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

