

CITY OF CALDWELL
621 Cleveland Blvd., Caldwell, ID 83605
Planning and Zoning Department (208)455-3021
Historic Preservation Commission
Application for Certificate of Appropriateness

1. Certificate of Appropriateness Information

I, _____, understand that a Certificate of Appropriateness must be issued to me BEFORE I begin work on any of the items listed below.

I am hereby applying for issuance of a Certificate of Appropriateness for one or more of the following items. *(Please check all items for which you are applying.)*

- Any change or improvement visible from any public right-of-way (which includes streets and alleys), including but not limited to the following:
 - Decks or porches
 - Change in number, size, style, materials or location of any exterior doors or windows
 - Painting of any brick or masonry surface not previously painted
 - Roofing repair and replacement
 - New or replacement awnings and canopies
 - Fenestration and fascia modifications, including decorative trim
 - Fencing adjacent to a public street (wrought iron and picket fencing are exempt from requiring a Certificate of Appropriateness). Also please note that alleys are NOT streets and thus fencing adjacent to an alley does not required a Certificate of Appropriateness
 - New siding which is not a replacement of the original materials or consistent with the original building profile
 - Walls
 - Step or riser improvements
 - Non-exempt radio towers

- ___ Signs
- ___ Construction of any new building or structure visible from any public right-of-way (includes streets and alleys)
- ___ Landscaping that block views of the principle building or structure from any public right-of-way (includes streets and alleys)
- ___ Demolition, removal or relocation of any residence, building or structure
- ___ Change in Use (includes special use permits and home occupations)
- State requested use or home occupation: _____
- ___ Change in Zone
- State requested zone: _____

2. Applicant Information

Property Owner Name: _____

Property Owner Address, City, State, Zip: _____

Property Owner Phone: _____

Applicant Name: _____

Applicant Address, City, State, Zip: _____

Applicant Phone: _____

Site Address: _____

Tax Parcel Number(s): _____

Dimensions of the parcel: _____

3. Attachments

The following items MUST BE SUBMITTED with the application OR THE APPLICATION WILL NOT BE ACCEPTED:

Applicant
Initials

P&Z Staff
Initials

- | | | |
|---|---|---|
| — | — | Please note: The completeness, quality and details of your attachments will largely determine the outcome of the decision of the Commission. Please include every detail possible. |
| — | — | A written, bullet-point outline of every single item that is being proposed to be changed, added, replaced or repaired as part of this request. <ul style="list-style-type: none">• Include dimensions• Include materials• Include architectural details |
| — | — | A site plan of the property on 11x17 paper that shows the following: <ul style="list-style-type: none">• House• All driveways and how they connect with the streets and alleys• All outbuildings• All garages, sheds, carports, etc.• All landscaping• All porches, patios, etc.• Label all streets and alleys adjoining the property |
| — | — | Current photographs of the following: <ul style="list-style-type: none">• All exterior sides of the house• All driveways• All outbuildings• All garages, sheds, carports, etc.• All landscaping• All porches, patios, etc. |
| — | — | Architectural Drawings of all proposed changes <ul style="list-style-type: none">• Must include all dimensions, current and proposed• Must include all materials proposed• Show lettering, symbols, pictures and any type of lighting for signage requests• Must show everything relating to the proposed changes• Must be clear and legible and readable |

IF YOU ARE PROPOSING NEW CONSTRUCTION, DEMOLITION OR RELOCATION OF A BUILDING, IN ADDITION TO THE ABOVE ITEMS, PLEASE ATTACH THE FOLLOWING:

- ___ ___ Copy of all pages of the recorded deed for the property (may be obtained from the Canyon County Recorder's Office located on the 2nd floor of the County Courthouse if you don't have a copy in your files)
- ___ ___ List of property owners within 300 feet of the site with names, addresses and ID numbers (obtained from the Canyon County Plat Room on the 3rd floor of the County Courthouse)
- ___ ___ 50% reduced copy of the assessor's plat map for the entire section, township and range in which the property resides (must be obtained from the Canyon County Plat Room on the 3rd floor of the County Courthouse)

4. Acknowledgement of Section 02-17-01 through 02-17-33 of Caldwell City Code

By initialing each of the items below, I acknowledge that I have read the statement and understand that said statement is a portion of Section 02-17-01 through 02-17-33:

Applicant
Initials

- ___ There exist within the City of Caldwell residential and commercial buildings having historical and architectural value that contribute to the cultural and economic welfare of its citizens. It is important that an awareness of this heritage be developed and that an effort to preserve these environmental assets is perpetuated by the duly appointed CALDWELL HISTORIC PRESERVATION COMMISSION.
- ___ Purposes of the Commission are: to encourage harmony in the planning of new buildings and developments with existing historic buildings in the proximity; to preserve and enhance the environmental quality of neighborhoods; to promote the creation of historic districts; to strengthen the City's economic base by the stimulation of conservation and reuse; engage in a program of Historic Preservation to encourage protection and preservation of historic buildings and sites.
- ___ Definition of Exterior Features: Shall include the architectural style, general design and general arrangement of the exterior of a building or other structure, the kind and texture of the building and type and style of windows, doors, light fixtures, signs and other appurtenant features and natural features such as trees and shrubberies. In the case of outdoor advertising signs, "exterior features" shall be construed to mean the style, material, size and location of such signs.
- ___ Definition of Historic District: any residential neighborhood or business section determined by City Council to encompass sites, buildings or structures of historical, cultural or architectural value worthy or recording on the local register of historic property.

— Definition of Historic Property: any building, structure, area, or site determined by the City Council to be significant in the history, architecture, archaeology or culture within the City of Caldwell.

— After the designation by ordinance of a local historic property or local historic district, no exterior feature of any building or other structure which is a part of such a property or district shall be altered or restored nor shall it be moved or demolished until after application for a Certificate of Appropriateness is submitted to and approved by the Caldwell Historic Preservation Commission. Restrictions also apply to appurtenant features of the building such as aboveground utility structures, outdoor advertising signs, walls.

— A Certificate of Appropriateness shall be required regardless of any other permit, including a building permit that is required by the City.

— In order to preserve the integrity of historic buildings, structures and sites within a designated local historic district, and to ensure that any new buildings, improvements or structures constructed within a designated local historic district shall be compatible within such district, no exterior portion or feature of any building, site, structure or object within the district shall be demolished, restored or altered; no new construction shall be undertaken; and no site improvement made without first obtaining a Certificate of Appropriateness.

— For improvement or changes that require a building permit, the Certificate of Appropriateness must be granted prior to the Planning and Zoning Department approving an application for a building permit.

— For improvements or changes that do not require a building permit, a Certificate of Appropriateness must be granted prior to construction of the improvement or change.

— I, as the applicant, am solely responsible for submitting **A COMPLETE APPLICATION AT LEAST FOURTEEN (14) DAYS BEFORE THE NEXT MEETING OF THE CALDWELL HISTORIC PRESERVATION COMMISSION.**

Home Owner's signature

Date

Applicant's signature

Date

Applicant's Representative
Authorized by the Applicant to represent and speak on behalf of the applicant
Application for Certificate of Appropriateness

Date

GLOSSARY OF TERMS

Arch	Masonry
A curved and sometimes pointed structural member to span an opening.	Work constructed by a mason using stone, brick, concrete blocks, tiles or similar materials.
Balcony	Molding
A railed, projecting platform found above ground level on a building.	A continuous decorative band; serves as an ornamental device on both the interior and exterior of a building or structure; also often serves the function of obscuring the joint formed when two surfaces meet.
Baluster	Mullion
One of a series of short pillars or other uprights that support a handrail or coping.	A vertical member, as of stone or wood, between the lights of a window.
Balustrade	Muntin
A series of balusters connected on top by coping or a handrail and sometimes on the bottom by a button rail; used on staircases, porches, etc.	A bar for holding the edges of windows or panes within the sash.
Bay	Newel
A space protruding from the exterior wall that may contain a window; a compartment of about 16 feet on a side. A bay window is a projecting window with an angular plan.	A vertical support at the center of a circular staircase; a post that supports a handrail at the bottom or at the landing of a staircase.
Brackets	Pane
Projecting support members found under eaves or other overhangs; may be plain or decorated.	A single piece of window glass. Windows are often described according to the number of panes they have. For example, a window with eight panes of glass is called a <i>eight light window</i> . Often a double hung window is described in terms of the number of panes in each of its two sashes (e.g., a <i>six-over-six double hung window</i> indicates that each sash has six panes.
Casement	Parapet
A window sash that opens on hinges fixed on its vertical edge. A casement window contains two casements separated by a mullion (vertical dividing bar).	A defensive wall or elevation, as of earth or stone, in a fortification.
Clapboard Siding	Pergola
This type of siding consists of boards that are thicker on one edge than the other; the bottom (thick) edge of one board overlaps the top (thin) edge of the board below.	Arbor, trellis. A structure usually consisting of parallel colonnades supporting an open roof of girders & cross rafters.
Column	Pilaster
A pillar, usually circular in plan. The parts of a column in classical architectural are the base, shaft and capital.	A rectangular column or shallow pier attached to a wall; frequently decoratively treated to represent a classic column.
Court	Porch
An open area partially or totally surrounded by walls or buildings.	A covered entrance or semi-enclosed space projecting from the façade of a building; may be open-sided, screened or glass enclosed. A small porch may be called a stoop.
Dormer	Portico
A vertical window projecting from the slope of a roof; usually provided with its own roof. The specific name of a dormer is frequently determined by the shape or type of its roof.	A covered walk or porch supported by columns or pillars.
Double hung window	Sash
A window with two sashes, each moveable by means of sash cords and weights.	The framework into which panes are set.
Eave	Shed Roof
That portion of the roof which projects beyond the walls. Eaves that are without gutters are often referred to as dripping eaves.	A roof consisting of one inclined plane. Unlike a lean-to roof, a shed roof need not be carried by a higher wall (i.e., it may serve as the primary roof form for a building).
Façade	Siding
The principal face or front elevation of a building.	Although the term siding is sometimes used to refer to exterior wall coverings made of wood, its meaning may be extended to include any type of finish covering on a frame building (with the exception of masonry). The term cladding is often used to describe any exterior wall covering, including masonry.
Gable	Sill
The triangular end of an exterior wall in a building with a ridged roof.	The framing member that forms the lower side of an opening, such as a door sill. A window sill forms the lower, usually projecting, lip on the outside face of a window.
Gable roof	Spindle work
A sloping (ridged) roof that terminates at one or both ends in a gable. Also known as pitched roof, ridge roof or comb roof.	An ornament made with a lathe; used as gable or porch trim. Also known as turned wood ornaments.
Gutter	Stucco
A channel of wood or metal running along the eaves of a house; used for catching and carrying of water.	An exterior wall covering consisting of a mixture of portland cement, sand, lime and water; or a mixture of portland cement, sand hair (or fiber) and sometimes crushed stone for texture; this term is often used synonymously with cement plaster.
Hip Roof	Truss
A roof formed by four pitched roof surfaces.	A truss is essentially a triangle formed by any one of a combination of structural members into a rigid roof framework for spanning between two load bearing walls. Generally, trusses are used when the span between two such walls exceeds 20 to 35 feet.
Louver	Turret
A small lantern or other opening, often with wood slats, used for ventilating attics or other spaces.	A small and somewhat slender tower; often located at a corner of a building, in which case, it is often referred to as a corner turret.
	Veranda
	A roofed space attached to the exterior wall of a house and supported by columns, pillars or posts; called piazza in earlier literature. A closely related term is porch, although its meaning usually is confined to a covered shelter over an exterior door.