

CERTIFICATE OF APPROPRIATENESS PURPOSE AND PROCESS

Certificate of Appropriateness Purpose:

A Certificate of Appropriateness (CoA) is required for all proposed exterior alterations, new construction, and demolition within the Downtown Public Square Historic Overlay District as defined by Chapter 99 of the City's Ordinance Book and the City of Glasgow's Zoning Ordinance Chapter 158.270-272. The Historic Preservation Commission is comprised of 9 individuals appointed by the mayor to review CoA applications in accordance with Ordinance No. 2496 and No. 2414/2400.

The CoA application is required in all cases whether or not the project requires a building permit. A CoA is not required for painting if the building is already painted and/or routine maintenance. If a building permit is required and the project meets the requirements to apply for an CoA, a building permit issued for interior work **does not allow** for alterations, construction, or modifications on the EXTERIOR of the property without the prior issuance of a Certificate of Appropriateness.

All applications for a CoA shall be filed with the City of Glasgow Building Inspector Office who will notify the Historic Commission of its receipt. Office location currently in Glasgow City Hall, 2nd floor, 126 East Public Square.

The application for a Certificate of Appropriateness is reviewed and approved by the Historic Commission at regular monthly meetings or special called meetings. The Historic Preservation Commission meets on the 2nd Thursday of each month (or by special call meeting if necessary) in the 2nd floor City Council Chambers in Glasgow City Hall. A complete application submitted at least 7 business days prior to the monthly meeting will assure review at that month's meeting.

Certificate of Appropriateness Process:

1. Once it is determined a Certificate of Appropriateness is required (see below), property owners or their representatives shall submit a Certificate of Appropriateness Application to Glasgow Building Inspector.
2. Once received, the Building Inspector or his representative will notify the Chairman of the Historic Preservation Commission to schedule a review of the Application.
3. Once the Certificate of Appropriateness Application is received by the Historic Preservation Commission, a Notice of Public Meeting will be issued to the building owner or representative to be posted on the property in view of the public.
4. Once received by the Historic Preservation Commission, the Application shall be reviewed within 45 days of receipt as stated in Chapter 99 of the Code of Ordinances.
5. The Application will be reviewed in a public hearing to be held 30 minutes prior to the regular monthly meeting held 2nd Thursday of each month at 5pm. If there is a need for expedited review, the Chairman will consider scheduling an earlier public hearing under the appropriate notification process to review the Application.

6. The Glasgow City Clerk will be notified to allow for all required advertising and public notice.
7. The owner and/or applicant is not required to attend the meeting but it is encouraged to do so. If questions arise in the meeting and no one is available to answer, it may result in delay of review and/or approval of the Application.
8. Upon review of the Application, the Historic Preservation Commission shall determine if the alterations to the façade or areas visible to the public are acceptable; further the Historic Preservation Commission will also review appropriateness of other activities such as demolition, relocation of existing structures, etc. as described below.
9. Once a determination has been made, the Chairman of the Historic Preservation Commission will issue a Certificate of Appropriateness including any special requirements, allowable activities, etc. to be provided to the owner and/or applicant and Building Inspector for documentation of the process.
10. The owner or representative shall post the Certificate of Appropriateness on the building in view of the public during the renovation process.
11. The owner or representative who served as applicant is expected to abide by the requirements of the Certificate of Appropriateness as outlined in the Certificate. If changes are made to the plans presented to the Historic Preservation Commission, the applicant and/or owner is expected to resubmit a new Certificate of Appropriateness Application to the Commission.
12. Noncompliance shall result in a STOP WORK ORDER issued by the Glasgow Code Enforcement Officer until a new Certificate of Appropriateness is submitted and approved or compliance is reinstated.