



**CITY OF TWIN FALLS**  
**COMMUNITY DEVELOPMENT SERVICES**  
 P.O. Box 1907  
 203 Main Ave E  
 Twin Falls, ID 83303  
 PH: 208-735-7267      FAX: 208-736-2641

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

**Fee:** \$0

**Date of the Application:** \_\_\_\_\_

**Application No.:** \_\_\_\_\_

**A. APPLICANT INFORMATION:**

1. Name of applicant: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
- E-mail: \_\_\_\_\_

**I understand that incomplete applications cannot be considered for scheduling until all information is provided.**

**Applicant Signature:** \_\_\_\_\_

**REPRESENTATIVE INFORMATION:**

2. Name of Applicant's Representative (if other than above): \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
- E-mail: \_\_\_\_\_

**I understand that incomplete applications cannot be considered for scheduling until all information is provided.**

**Representatives Signature:** \_\_\_\_\_

**B. REQUEST INFORMATION:**

1. The following is a request that a CERTIFICATE OF APPROPRIATENESS be granted for the Real Property Located at (street address):  
 \_\_\_\_\_ aka: Primary Parcel Number: \_\_\_\_\_  
 for the following proposed exterior alteration: \_\_\_\_\_  
 \_\_\_\_\_
2. Existing Zoning District: \_\_\_\_\_
3. Project Land Area Size: \_\_\_\_\_
4. Existing Building Size: \_\_\_\_\_

**C. PRIOR TO ACCEPTANCE/SCHEDULING OF THE REQUEST THE APPLICANT MUST COMPLETE AND PROVIDE THE FOLLOWING:**

1. Provide a detail description of work to be conducted on site.
2. Reference the specific historic guidelines which you believe apply to this project: (list pages & guideline numbers)
  - a. Provide a detailed description of materials to be used, reference the specific historic guidelines you believe are applicable to this project and how the project meets the specific guidelines.
3. Supporting Materials/Documents
  - a. Site Plan (with notes showing existing site and proposed changes.
  - b. Photographs of the building and location where the proposed work will be completed.
  - c. Samples of material to be used if available or detailed description.
  - d. Elevations with dimension for new buildings, exterior renovations, or additions.
  - e. Elevations with dimensions for proposed signage and placement of the sign.
4. The applicant must proof of legal interest for the subject property by providing **ONE** of the following:
  - a. Copy of Warranty Deed, **or**
  - b. Copy of Earnest Money Agreement **or** Contract of Sale, duly acknowledged by **BOTH Buyer and Seller, or**
  - c. Copy of Lease Agreement **AND** Owner's Written Consent.

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**The Historic Preservation Commission Meet the First and Third Monday of Every Month, Applications Should Be Submitted To The Planning & Zoning Office At 203 Main Avenue **NO LESS THAN 10 BUSINESS DAYS PRIOR TO THE UPCOMING MEETING.****

To submit application online, send email to: [keebersole@tfid.org](mailto:keebersole@tfid.org) or [lstrickland@tfid.org](mailto:lstrickland@tfid.org)

For further information, contact the Planning & Zoning staff at 208-735-7267.