



**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

Date of the Application: _____

Application No.: _____

Fee: \$0

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 apply to the proposed materials.
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.
 - 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.

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