



# City of Twin Falls Certificate of Appropriateness Application

P.O. Box 1907  
203 Main Ave E  
Twin Falls, ID 83303  
Phone: 208-735-7267  
[tfplanning@tfid.org](mailto:tfplanning@tfid.org)

- City Park District
- Downtown District
- Warehouse District

Received Date: \_\_\_\_\_

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

Fee: **\$100 Paid:** \_\_\_\_\_

## A. Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## B. Property Owner Information (if different than Applicant)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## C. Representative Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## D. Scope of Work:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> New Construction          | <input type="checkbox"/> Roofing Project  | <input type="checkbox"/> Landscaping & Site Work                  |
| <input type="checkbox"/> Major Alteration/Addition | <input type="checkbox"/> Signage          | <input type="checkbox"/> Outdoor Amenities & Accessory Structures |
| <input type="checkbox"/> Demolition                | <input type="checkbox"/> Lighting         | <input type="checkbox"/> Siding Replacement                       |
| <input type="checkbox"/> Windows & Doors           | <input type="checkbox"/> Awnings/Canopies | <input type="checkbox"/> Paint & Color Projects                   |
| <input type="checkbox"/> Other: _____              |   |   |

E. Property Information

- Project Site Address: \_\_\_\_\_
- Parcel ID: \_\_\_\_\_
- National Historic Registry Status:       Contributing       Non-Contributing
- Approximate Year of Construction: \_\_\_\_\_

**The following items must be included with the application at the time of submission.**

F. Submittal Requirements

- **Proof of Property Control** (provide one of the following)
  - Lease Agreement (signed by owner and tenant)
  - Written Consent from property owner
  - Deed, Earnest Money Agreement (signed by buyer and seller)
- **Written Project Description** to include the following:
  - The existing building and its condition.
  - Provide current photographs of all affected elevations
  - Detailed Description of proposed changes
  - Material samples or specifications of product to be used (type, finish, color)
  - Dimensions and placement (height, width, projection, location on the façade)

Address:

- Compatibility of materials
- Architectural consistency
- Reversibility
- Preservation of historic features

Explain:

- How the project enhances historic character
  - Avoids removal of significant features
  - How the project maintains architectural integrity
  - Is compatible with surrounding historic structures
  - If original historic materials will be retained, repaired, or replaced
- **Rendering** to show before and after proposed changes.
  - **Elevations** with dimension of proposed signage and placement of the sign
  - **Site Plan** with dimensions of new buildings, exterior renovations, additions.

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**Applicant Acknowledgement**

I certify that the information provided in this application, and all submitted material is accurate and complete to the best of my knowledge.

Applicant/Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_