

# BALDWIN COUNTY ARCHITECTURAL PRESERVATION REVIEW BOARD

## APPLICATION PROCEDURE

1. Obtain application and review guidelines from the Baldwin County Planning and Zoning Department or the Baldwin County Building Department.
2. Review guidelines and develop plans and complete application accordingly.
3. Submit application along with plans and other materials as required, to the Baldwin County Planning and Zoning Department or Baldwin County Building Department.
4. All applications must be complete and submitted **2 weeks** prior to the Board meeting.
5. After review for completeness the application and accompanying material will either be:
  - A. Forwarded to the Architectural Preservation Review Board for formal review and decision, or;
  - B. In the case of **incomplete** applications, the submitted materials will be sent back to the applicant for resubmittal. The Board will only consider **complete** applications.
6. If the application is approved the application will be forwarded to the Planning and Zoning Department for zoning review. If denied the application and submitted information will be mailed back to the applicant for resubmittal.

\*Please note: All County Historic Districts are also located in zoned areas of Baldwin County. Along with Architectural and Preservation Review Board approval, any application proposing new construction, additions, alterations, renovations, change in use etc. will require zoning approval. It is recommended that a Land Use Certificate be completed and turned in along with the Architectural and Preservation Review Board application (Land Use Certificate applications can be obtained at the Baldwin County Planning and Zoning Department or Baldwin County Building Department. This will assist in an expedited permitting process of your project.)

# ARCHITECTURAL PRESERVATION REVIEW BOARD

## Checklist for Certificate of Appropriateness

**The following items must be submitted:**

### New Construction or Extensive Renovation or Repair of Existing Structures:

\_\_\_\_\_ A set of structure plans and renderings (11x17 or smaller) showing all exterior elevations including the following:

\_\_\_\_\_ Overall dimensions

\_\_\_\_\_ Type of materials to be used on walls, roofs, windows, trim, etc.  
(submit samples if possible or a detailed description of the material)

\_\_\_\_\_ Elevation details

\_\_\_\_\_ Screening for utilities, etc.

\_\_\_\_\_ Landscaping plan

\_\_\_\_\_ Color samples of exterior finish

\_\_\_\_\_ Site plans, with dimensions, proposed fences, accessory buildings and parking facilities, exterior lighting, etc.

### Minor Renovation or Repair:

\_\_\_\_\_ Drawings or photographs showing the front elevation of the building

\_\_\_\_\_ Drawings or photographs of the area of the building to be altered or repaired, if not the front elevation. If rear or side elevations are to be altered, a photograph showing the building's relationship to the neighboring structures is required.

\_\_\_\_\_ Either a written description or a drawing of the work to be done, including materials to be used and paint samples.

\_\_\_\_\_ If applicable, either a written description or a drawing of a site plan explaining fencing, screening, plantings, accessory buildings, etc.

**Signs:**

- \_\_\_\_\_ Rendering of the proposed sign, showing total area of the sign
- \_\_\_\_\_ Description of materials being used
- \_\_\_\_\_ Sampling of lettering to be used
- \_\_\_\_\_ Sample of colors to be used
- \_\_\_\_\_ Description of support or standard
- \_\_\_\_\_ Proposed lighting, if any. *Note: Flashing or moving lights are prohibited*
- \_\_\_\_\_ A drawing of the sign

**Structure Demolition Permit:**

- \_\_\_\_\_ Photographs of building or structure to be demolished
- \_\_\_\_\_ Statement of purpose of the demolition, with a reference to the future land use of this site. Please note that if the Board determines that the building is of historic or architectural value, it can delay demolition for six months, giving Baldwin County Historic Development Commission the opportunity to develop an alternate plan for the preservation of the building. If no other plan is developed which is acceptable to both the owner and the Baldwin County Historic Development Commission, a permit to demolish can be issued at the end of the six (6) month period.

**Structure Relocation:**

- \_\_\_\_\_ Submittal requirements for new construction apply
- \_\_\_\_\_ Photographs of building or structure to be relocated

**Fencing:**

- \_\_\_\_\_ A drawing and a photograph of the type of fencing proposed showing:
  - \_\_\_\_\_ Placement on the lot
  - \_\_\_\_\_ Materials to be used
  - \_\_\_\_\_ Proposed height
  - \_\_\_\_\_ Paint samples if the fence is to be painted