

OXFORD HISTORIC PRESERVATION COMMISSION

Certificate of Appropriateness (COA)



This document is for information purposes only and does not need to be submitted with the application.

Oxford Historic Districts:

There are five historic districts in Oxford; North Lamar, Jefferson/Madison, Depot District, South Lamar and the Courthouse Square. Follow the link to locate a property and its corresponding historic district.

[Interactive Zoning Map with Historic District Boundaries](#)

[Oxford Historic Preservation Commission](#) – (mostly residential) – North Lamar, Jefferson/Madison, South Lamar and the Depot Districts.

[Courthouse Square Historic Preservation Commission](#) – (mostly commercial) Courthouse Square District.

Completed applications can be submitted (hard copy or thumb drive) to the Planning Department on the first floor of City Hall, 107 Courthouse Square, Oxford, MS 38655 or emailed to: hpc@oxfordms.net

INSTRUCTIONS AND TIPS:

- **Read the Design Guidelines:** The Oxford Design Guidelines is the 'rulebook' for both the (OHPC) Oxford Historic Preservation Commission and (CSHPC) Courthouse Square Historic Preservation Commission's. Before planning a project and applying for a COA, make sure to review pertinent sections to ensure your project is in compliance with the principles they provide.
- **Follow application instructions and completely fill out the form:** Staff needs to be able to know who you are, what the project entails, and how to contact you with any questions. The application will not be accepted until completed.
- **Clearly describe and show what changes you are planning:** Written details should be legible (either typed or printed). Put yourself in the shoes of someone unfamiliar with your house and/or project. Describe the project in detail, including dimensions, materials, and any additional information you believe helpful. To evaluate a project, the HP Commissions need to know the exact materials, appearance of components, how things fit together, and where everything is located. Make clear what is existing versus what is proposed.
- **Provide site plans, drawings and sections (where appropriate) of the work you are proposing:** Drawings are to be to scale with the scale clearly indicated. The size and location of the proposed work must be clearly illustrated to obtain a COA. Submit an application for the entire scope of the project whenever possible: Don't needlessly apply for a small fragment of a large project at a time, as more applications cost more in staff time and slow the process. The big picture is important to evaluate the proposed work and will allow you to avoid unpleasant surprises at a later date. Contact staff prior to application if you suspect the project should be broken into separate minor projects.
- **Sign and date the application:** Applications must be signed to be complete and ready for consideration.
- **Don't forget to include the fee.**

MEETINGS AND DEADLINES:

- Courthouse Square HPC meets on the 1st Monday of every month at 5:00PM in the second floor courtroom. To ensure a place on the agenda, all applications, fees and materials must be received 24 calendar days prior to the next regularly scheduled meeting date.
- Oxford Historic Preservation Commission meets on the 3rd Monday of every month at 5:00PM in the second floor courtroom. To ensure a place on the agenda, all applications, fees and materials must be received 24 calendar days prior to the next scheduled meeting date.

PRELIMINARY CONFERENCE

- Applicants will have the right to an informal, preliminary conference with planning staff for the purpose of making any changes or adjustments to the application, which may help ensure its acceptance. A more formal Preliminary Conference may be placed on the Commissions agenda without notice prior to any meeting. However, the Commission cannot take action until a formal application has been submitted and been given appropriate notice.

Items required must be complete and received by 5pm on the deadline date in order to be considered for placement on the Historic Preservation Commission agenda. There are NO exceptions. Upon receipt of the completed application form, supplemental documentation and filing fee on the application deadline.

OXFORD HISTORIC PRESERVATION COMMISSION
Certificated of Appropriateness (COA)



**THE CITY OF
 OXFORD**

APPLICANT INFORMATION

Name of Applicant:					Date:		
COA Property Address:							
Applicant and/or Designated Agent Email Address:							
Mailing Address:				State:		ZIP	
Phone Number:				Date Received:			
Email Address:							
Applicants Relationship to Property:	Owner: <input type="checkbox"/>	Architect: <input type="checkbox"/>	Contractor: <input type="checkbox"/>	Rent: <input type="checkbox"/>			
Name and contact information of Owner:							
Name and contact information Address of Architect:							
Name and contact information Address of Contractor:							

FEE SCHEDULE

Minor alterations/small additions less than 100 sf or less than \$10,000 in total costs	<input type="checkbox"/> \$50.00
Major alteration/large additions more than 100 sf or more than \$10,000 in total costs	<input type="checkbox"/> \$150.00
New Free Standing Construction under 500 sf and/or \$5,000	<input type="checkbox"/> \$200.00
New Free Standing Construction 500 -1,000 sf and/or \$5,000 to \$25,000	<input type="checkbox"/> \$300.00
New Free Standing Construction over 1,000sf and/or over \$25,000	<input type="checkbox"/> \$500.00
Demolition/removal of structure	<input type="checkbox"/> \$100.00
New construction	<input type="checkbox"/> \$200.00
Preliminary conference	<input type="checkbox"/> No Charge
Total Fees	

PROPOSED WORK (SEE ATTACHED PAGE FOR SUBMITTAL REQUIREMENTS)

<input type="checkbox"/> Sign	<input type="checkbox"/> Roof modification
<input type="checkbox"/> Rehabilitation/Alteration	<input type="checkbox"/> Demolition
<input type="checkbox"/> Stucco Repair/Repainting	<input type="checkbox"/> Relocation/Moving a Building
<input type="checkbox"/> Fences/Walls	<input type="checkbox"/> New Construction
<input type="checkbox"/> Awnings	<input type="checkbox"/> Addition(s)
<input type="checkbox"/> Windows/Doors/Shutters	<input type="checkbox"/> Other

SUBMITTIAL REQUIREMENTS (All items listed are required in submittal if applicable)**(1) Signs**

- Dimensioned elevation of proposed sign, identifying materials, color, lettering style, and wordage.
- Description of lighting. Include how lighting will be attached to the building's façade.
- Location (for wall mounted sign show location on building to-scale and how the sign will be attached; for freestanding sign show location on site plan, height above ground, and clearance from sidewalk.
- Photographs of sign location.

(2) Awnings

- Photograph of building elevation to which awning is to be attached.
- Dimensioned scaled drawing depicting a front and side view of awning. Include all graphics, colors, and samples. Show relationship to adjacent storefronts.
- Indicate clearance from bottom of awning to sidewalk. Indicate how awning is to be attached to the structure.

(3) Stucco/Repointing

- Color photographs of areas involved and surrounding structures if applicable.
- Samples of colors and/or materials involved. Specific brand, color name, and manufacturer's number must be given.

(4) Fences/Walls

- Site plan showing location of proposed fence. Indicate and distinguish any existing fences or walls.
- Dimensioned elevations and section, showing design of the fence, proposed material and height.
- Photograph of area to be fenced.

(5) Windows/Doors/Shutters

- For windows, give a full description including materials, dimensions, number of mullion grid, make & model number and cut sheet.
- For doors, show materials, dimensions and design or provide catalog cut sheet if available
- For shutters, indicate materials, dimensions and verify that they are hinged and sized to fit the window.

(6) Roof Repair

- Photograph of existing roof.
- Indicate new material being proposed for replacement with manufacturers catalog cut sheet if available.

(7) Rehabilitation, Alteration, Addition

- Scaled, dimensioned elevations and floor plan drawings indicating proposed alterations and/or additions. Clearly indicate what is existing and what is proposed. For additions, include relationship to adjacent structures in plan and elevations.
- For new windows, provide manufacturer's specifications. For rehabilitation of commercial buildings, proposed storefront section must be provided.
- Indicate exterior materials on drawings.
- Scaled site plan showing dimensions of lot and location of existing building on lot, location of addition, dimensions of existing structure, addition and all exterior, ground and roof mounted equipment.
- Photographs of existing conditions from all sides.
- Historic plans; elevation or photographs should accompany any request to return a structure to an earlier historic appearance.

(8) Demolition- demolition means the complete or partial removal of a building, structure, object or site including landscape features.

- See Section 54-26(4) of Historic Preservation Ordinance for list of criteria when considering demolition requests.
- Photograph of the structure to be demolished
- Method of demolition to be used.
- Statement of the need for the proposed demolition with reference to further use of the site.
- A site plan and building plans for the new construction.
- NOTE: A COA for demolition and construction shall be issued simultaneously.

(9) Relocation/moving of a Building -

- Photograph of structure on existing site showing context, adjacent buildings, and streetscape.
- Method of moving the structure, photograph and address of the proposed location of the structure.
- Statement of need for the proposed relocation with reference to the future use of the new site.
- A site plan for the new site indicating property lines, setbacks, proposed location of the structure, accessory buildings, parking facilities, exterior lighting and fencing.

(10) New Construction

- Dimensioned site plan showing all sides in relation to immediately adjacent building to scale. Include parking area and any roof or ground mounted equipment and fence locations. Located HVAC equipment, trash enclosures and utility boxes.
- Provide floor plan, all elevations, showing height and width relationships to existing adjacent buildings. Projections, offsets and open recesses shall be depicted in dimensioned sections or otherwise, clearly showing proposed vertical and horizontal relationships of these façade openings in the elevations, to indicate the rhythm of the solids and voids within each elevation. Renderings, while not required, are desired, but only as an adjunct to the above criteria.
- Color photographs of proposed site and structures within the vicinity of new building.
- Indicate materials and all significant details and submit written description of project using compatibility criteria in ordinance.
- Provide section details of features such as new storefronts, windows, porticos, parapets, stoops, balconies, porches, eaves and base of wall at foundation cornice, column base, and window header details.
- A massing study of the area – to compare the new structure in proportion, scale, rhythm and massing to the neighboring buildings.

(11) Large Additions –

- Clearly indicate existing and proposed structures in drawings.
- Dimensioned site plan showing all sides in relation to immediately adjacent building to scale. Include parking area as and any roof or ground mounted equipment and fence locations. Location of HVAC equipment, trash enclosures and utility boxes.
- Provide floor plans, all elevations, showing height and width relationships to existing adjacent buildings. Projections, offsets and open recesses shall be depicted in dimensioned sections or otherwise, clearly showing proposed vertical and horizontal relationships of these façade openings in the elevations, to indicate the rhythm of the solids and voids within each elevation. Renderings, while not required, are desired, but only as an adjunct to the above criterial.
- Color photographs of proposed site and structures within the vicinity of new building.
- Indicate materials and all significant details and submit written description of project using compatibility criteria in ordinance.
- Provide section details of features such as new storefronts, windows, porticos, parapets, stoops, balconies, porches, eaves and base of wall at foundation, cornice, column base, window headers details.
- The addition of a second story requires a massing study to compare to existing structure in district to protect fabric of neighborhood.

STAFF USE ONLY

I. PUBLIC HEARING DATE:

II. ACTION TAKEN:

a. The decision of the Oxford Historic Preservation Commission or the Courthouse Square Historic Preservation Commission is as follows:

The application is hereby:

APPROVED

TABLED PENDING ADDITIONAL DATA

APPROVED WITH CONDITIONS

DISAPPROVED

b. **Comments and Conditions:**

MOTION:

1st

2nd

OUTCOME OF TABLED MEETING:

DATE:

MOTION:

1st

2nd

Conditions:

CHAIRMAN'S SIGNATURE:

DATE: