

ADDITIONAL REQUIRED DOCUMENTATION:

- ⇒ For **EXTERIOR REPAIR** (ie. fences, driveways, retaining walls) please attach a plat of survey.
- ⇒ For **NEW CONSTRUCTION** (ie. additions, porches, decks, sheds), please attach an architectural drawing, plat of survey, photographs, and/or relevant sample materials/literature.
- ⇒ For **DEMOLITION OF STRUCTURE**, please detail the structure's condition and reason for demolition.
- ⇒ For **RELOCATION OF STRUCTURE**, please detail where and why the structure will be moved, attach photographs and site plan.

Please Note:

1. All work must conform to the regulations set forth in the City of Elgin Design Guideline Manual for Landmarks and Historic Districts 2008, Illinois Codes and City ordinances.
2. The COA is provided at no cost. Building Permit(s) may be required in addition to a COA. *All COA approvals expire **6 months** from approval date.*
3. Extensions of a COA may be granted upon submission of proper documentation.
4. On Completion of Work, I/we agree to notify the Historic Preservation Coordinator at (847) 931-6004 to schedule an inspection of the property.
5. The undersigned owner or occupant of the dwelling referenced above has read and understands the content of this notice and voluntarily consents to an exterior inspection of the dwelling by the City of Elgin Historic Preservation Specialist for the purpose of verifying existing conditions and taking photographic evidence, and/or measurements to confirm those conditions.

Signature of Applicant _____ Date _____

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| <p><u>COA APPROVAL</u> for: _____</p> <p>Planning & Preservation Coordinator: _____</p> <p>Approval Date: _____ COA No. _____ Permit No. _____</p> |
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