

6. A complete application and all plans, drawings, cut sheets, and other information which adequately describes the proposed project must be submitted **at least 10 business days prior** to a meeting of the Main Street Advisory Board, to allow adequate time for staff to review and prepare a report. The Main Street Advisory Board meets on the 1st Thursday of each month at 4:00 pm at Perry City Hall, 808 Carroll Street, Downtown Perry.
7. Please read carefully: The applicant and property owner affirm that all information submitted with this application, including any/all supplemental information, is true and correct to the best of their knowledge, and they have provided full disclosure of the relevant facts.
8. Signatures:

*Applicant	*Date
*Property Owner/Authorized Agent	*Date

Maintenance and Repair

Nothing in the Land Management Ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures located the Downtown Development Overlay District when the repair does not involve a change in design, material, color, or outer appearance of the structure. Certificates of appropriateness are not required for alterations to the interior of a building or alterations to the use of a building (although other permits may be required).

Notices

There is no fee for review of a Certificate of Appropriateness (COA) application. However, a fee of \$245.00 will be charged for work started without an approved Certificate of Appropriateness.

Approval of a certificate of appropriateness does not waive any required permits, inspections, or fees required by the Community Development Department. Structural changes to a building require a building permit from the Community Development Department.

Decisions of the administrator may be appealed to the Planning Commission.

The Certificate of Appropriateness is valid for 6 months (180 days) from the date of approval by the administrator. If work is not completed within that timeframe, the applicant must renew the COA. A COA associated with a permit remains valid for the life of the permit.

Estimated valuation of proposed modification: _____