



<b>FOR OFFICE USE ONLY</b>		
CASE NO.:	_____	
SUBMITTAL DATE:	_____	INITIAL: _____

**Downtown Amarillo Urban Design Standards**

**CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION**

<b>MINIMUM SUBMITTAL REQUIREMENTS:</b> <input type="checkbox"/> Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered. Please attach pages if additional information is provided. <input type="checkbox"/> Supplemental Materials including site plans, elevations, and/or building materials list or any other documents needed to accurately describe proposed work.
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<b>Property Information:</b> Project Name (if applicable): _____ Project Property Address: _____ Legal Description: _____ Tax I.D. No.: _____ Existing Zoning: _____ Land Use: (Existing) _____ (Proposed) _____ Historical Designation (if applicable): <input type="checkbox"/> National <input type="checkbox"/> State <input type="checkbox"/> Local
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<b>Property Owner(s):</b> _____ Firm Name (if applicable): _____ Address: _____ Telephone: (____) _____ Email: _____
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<b>Owner's Agent</b> (Main contact person responsible for application) Firm Name (if applicable): _____ Address: _____ Primary Contact Name: _____ Telephone: (____) _____ Email: _____ Secondary Contact Name: _____ Telephone: (____) _____ Email: _____
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**APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES**

**Description of Proposed Work (please use additional paper if necessary)**

Please describe your proposed work as simply and accurately as possible. Attach additional and/or supplemental material as requested in the "Required Documents With Application" section.

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**Acknowledgements**

I certify that the above information is correct and complete to the best of my knowledge and ability, and that I am now or will be fully prepared to present the above application to Planning Department staff (Staff) and/or the Downtown Urban Design Review Board (the Board), whichever may be applicable.

I understand that in considering my application, Staff or the Board will determine whether the proposed work complies with the Downtown Amarillo Urban Design Standards.

I understand that I may appeal the decision of the Planning Director or designee to the Board by submitting a written notice of appeal to the Planning Department within ten days after receipt of notification of the Planning Director's or designee's decision. The Board may uphold, reverse or modify the decision of the Planning Director or designee. I also understand that all decisions of the Board may be appealed to the Zoning Board of Adjustments by filing a written notice of appeal with the Building Official within fifteen days after receipt of notification of the Board's decision.

I understand that approval of this application by Staff or the Board **DOES NOT** negate me from any other applicable requirements needed to obtain required permits.

I agree to provide any additional information necessary for determining eligibility as requested by Staff and/or the Board and that a Certificate of Appropriateness must be received before any other applicable permits are issued.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Owner (if not applicant): \_\_\_\_\_ Date: \_\_\_\_\_

**Approval Information**

- Approved**– Please issue permit
- Approved With Conditions**– Please issue permit in accordance with conditions (attached)
- Denied**— Please do not issue permit or allow work

Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_