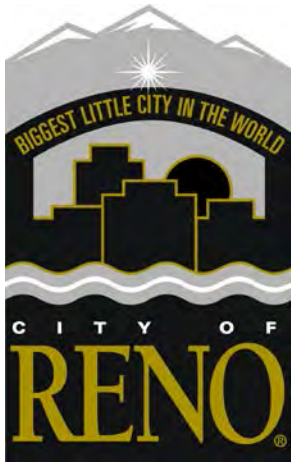


CITY OF RENO
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS



For Community Development Department Use Only:

CASE NUMBER: _____

Date Received _____
Time Received _____

PROJECT NAME: _____

HISTORIC NAME: _____

PROJECT ADDRESS: _____

PROPERTY SIZE: _____ ASSESSOR'S PARCEL NO(S).: _____

ZONING - EXISTING: _____ PROPOSED: _____

MASTER PLAN - EXISTING: _____ PROPOSED: _____

EXISTING LAND USE: _____

PROPERTY OWNER(S)

NAME: _____

ADDRESS: _____

PHONE: _____

APPLICANT/DEVELOPER(S)

NAME: _____

ADDRESS: _____

PHONE: _____

FAX NO: _____

PERSON TO CONTACT REGARDING
APPLICATION:

NAME: _____

(IF SAME AS OWNER OR
APPLICANT, PLEASE INDICATE)

ADDRESS: _____

PHONE: _____

FAX NO: _____

E-MAIL ADDRESS: _____

The City of Reno will direct all mail on this project
to the contact person designated above.
The above information is required.

OWNER AFFIDAVIT

I am the owner/authorized agent of the property involved in this petition and that I authorize _____ (name) to request development related applications for _____ (*use list below) on my property. This authorization is inclusive of Assessor Parcel Numbers _____, which are further described in the attached legal descriptions. I declare under penalty of perjury that the foregoing is true and correct for development case number _____ (to be filled in by City of Reno staff).

Executed on _____, in _____, _____
(date) (City) (State)

Signature

Printed Name

STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

On this _____ day of _____, 20____, _____(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the owner/authorized agent of the above property who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

Notary Public

APPLICANT AFFIDAVIT

I am the applicant and/or consultant/firm involved in this petition and the foregoing statements and answers herein contained and the information herewith submitted for _____ (*use list below) are in all respects complete, true, and correct to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is complete, true and correct for development case number _____ (to be filled in by City of Reno staff).

Executed on _____, in _____, _____
(date) (City) (State)

Company: _____

Name: _____

Title: _____

Signed: _____

STATE OF NEVADA)
) ss
COUNTY OF WASHOE)

On this _____ day of _____, 20____, _____(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the applicant and/or consultant/firm involved in this petition who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

Notary Public

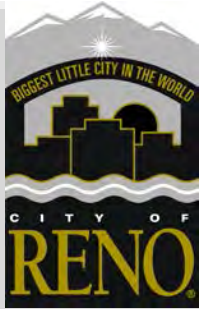
PROVIDE A DESCRIPTION OF THE REQUEST FOR A CERTIFICATE OF APPROPRIATENESS (Including type of activity/business plan, number of employees, description of structures to be built/used, etc):

IDENTIFY THE IMPACTS OF THE PROPOSAL ON ADJACENT LAND USES AND PUBLIC FACILITIES (Such as noise, traffic generation, hours of operation, odors, smoke, dust):

You must include the following with this application:

- Owner's Affidavit and Applicant Affidavit
- Site Plan including boundaries, dimensions, square-footage callouts, adjacent roadway information, adjacent properties identified, parking and land use statistics, and any other information pertinent to the proposal
- Building elevations, photographs, or renderings of the proposal

_____(Applicants Initials) ***Applications with missing plans and checklists or missing components of plans and checklists, will be deemed incomplete and returned within three (3) days of application submittal. The applicant must consult with Community Development Staff prior to submitting an application without the above information to determine if the information may be eliminated for a particular application. Additional information may be requested through the staff/applicant meeting and the review process.**



CERTIFICATE OF APPROPRIATENESS PROCEDURES

The procedures for a Certificate of Appropriateness, as set forth in RMC 18.18.305 are described below.

Submittal:

An application and any other necessary information regarding the proposed project must be submitted at least 15 working days prior to the meeting of the Historical Resources Commission.

Noticing:

The application and accompanying information will be reviewed by the Historical Resources Commission in a public meeting. All property owners within 300 feet of the subject site boundaries will be notified by mail regarding the meeting. The applicant must provide stamped, addressed envelopes for this purpose.

Public Hearing:

The Historical Resources Commission shall hold a public hearing concerning the application.

Decision:

Following a 45 day review period, the Historical Resources Commission will approve, deny or approve the request with conditions. A copy of the decision will be sent by mail to the applicant and forwarded to appropriate departments or divisions that are responsible for the issuance of permits.

Appeals:

A decision by the Historical Resources Commission to approve shall be a final decision. A decision by the Historical Resources Commission to approve with conditions or to deny may be appealed to the City Council. Appeals must be made within ten (10) calendar days of the decision of the Historical Resources Commission. Any person aggrieved by the decision may file an appeal by submitting the appropriate form and fee to the City Clerk's office (334-2030). If appealed, the City Clerk will schedule the hearing for the City Council. If any appeal has been filed, the public hearing will be advertised and heard by the City Council. Final decision is made by the Council.

Findings:

In reviewing a certificate of appropriateness, the historical resources commission shall take into account the historic or architectural significance of the structure under consideration, the exterior form and appearance of any proposed additions or modifications to that structure, as well as the effect of such change or additions upon other structures in the vicinity and shall make findings related to the following standards:

- a. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure or site and its environment, or to use a property for its original purpose.
- b. The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided, when possible.
- c. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance shall be discouraged.
- d. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right. This significance shall be recognized and respected.
- e. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure or site shall be treated with sensitivity.
- f. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- g. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- h. Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.
- i. Contemporary design or alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and when such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.