

Administrative Certificate of Appropriateness (COA) Checklist

Signage	
1	Description of project.
2	Specification information that illustrates how the proposed signage will look, including notes on dimensions, height, materials, and colors, location, height from grade.
3	Photographs of project site location.
4	Signed & notarized Owner Affidavit (if the property owner is authorizing someone else to represent them).
Rear Yard Fencing (Located at Least 20 Feet Behind the Front Façade)	
1	Description of project.
2	Specification information that illustrates how proposed fencing will look, including notes on height, materials, and any proposed fencing features such as gate details.
3	Site plan that demonstrates proposed location/perimeter of fencing.
4	Photographs of project site location.
5	Signed and notarized Owner Affidavit (if the property owner is authorizing someone else to represent them).
6	Note: Front yard fencing does not qualify for administrative review.
Awnings	
1	Description of project.
2	Specification information that illustrates how proposed awning(s) will look, including notes on awning dimensions, signage dimensions on awning(s), awning materials, awning shape, awning angle and awning colors.
3	Specification information for proposed awning materials.
4	Photographs of project site location, including photograph of full window(s) over which proposed awning(s) will be affixed.
5	Signed and notarized Owner Affidavit (if the property owner is authorizing someone else to represent them).
HVAC Equipment, Mechanical Equipment, Communication Equipment, Fire Escapes & Staircases, Ramps & Lifts, Rooftop Features, Security Bars, Skylights and/or Related Screening and Other Modern Features	
1	Description of project.
2	Manufacturer's specification information that illustrates how proposed HVAC equipment or Modern Features and/or screening will look, including screening dimensions and materials.
3	Site plan demonstrating proposed location of equipment and/or screening.
4	Photographs of the project site location from Streetview and close proximity.
5	Signed and notarized Owner Affidavit (if the property owner is authorizing someone else to represent them).