



BESSEMER

Historical Preservation Commission

CERTIFICATE OF APPROPRIATENESS APPLICATION

Last Updated November 5, 2024

This section to be completed by City Personnel

Reviewed for Compliance:

Economic and Community Development

Date Approved

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Bessemer Historical Preservation Commission

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Please refer to the **Design Review Guidelines Handbook** for information about each category of improvements to your historic property or structure.

PROPERTY

Address of Premises Affected: _____

OWNER INFORMATION

Name: _____ Phone: _____ Email: _____

APPLICANT

(if different from owner)

Name: _____ Phone: _____ Email: _____

CONTRACTOR or ARCHITECT

Name: _____ Phone: _____ Email: _____

Check the box that best describes your intended action(s)

- Addition or New Construction
- Exterior Alteration
- Painting
- Signage

- Awnings
- Fencing
- Extensive Landscaping
- Demolition

Other (please explain): _____

Certification of Applicant

I hereby certify that I have read and examined this application and known the same to be true and correct. I understand that the consideration of this application is based upon the correctness of the information I have supplied and that any permit(s) granted may be revoked upon finding by the City that any relevant information supplied on or with the application is substantially incorrect. I further understand that only complete applications including all required exhibits and fees are considered by the Commission and must be received by the City of Bessemer's Economic and Community Development Department by the scheduled deadline in order to be placed on the agenda.

It is my understanding that the Certification of Appropriateness shall become void unless construction is commenced within six (6) months of the date of issuance. Certificates of Appropriateness shall be issued for a period of eighteen (18) months and are renewable. It is my understanding that a building permit issued by the City of Bessemer is required for all applicable works being done in historic districts.

Finally, it is my understanding that the plans submitted with this application and approved by the Commission are final, and pending Commission approval, I am bound to follow the plans as approved. Should there be any changes to the approved plans, I understand that those changes must be reviewed prior to any work associated with such changes occurring.

Applicant: _____ Date: _____

INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF APPROPRIATENESS

- Step 1.** Fill out application being sure to include **all** information.
- Step 2.** Check all boxes that apply to you intended action(s)
- Step 3.** Describe all work proposed using a separate sheet for each item if necessary.
Use standard engineering / architectural guidelines and include a GRAPHIC SCALE AND NORTH ARROW.
- Step 4.** Gather any and all supporting documents as explained in the **CRITERIA FOR SUBMISSION** section of this application.
- Step 5.** Submit one (1) original and ten (10) copies of the application and supporting documents excluding material, color samples, and photos when one is sufficient, to:

City Hall
Economic and Community Development Department
1700 3rd Ave. North
2nd Floor
Bessemer, AL 35020

The Economic and Community Development Department will review and sign the application form and will submit the application and supporting documentations and samples to the Bessemer Historical Preservation Commission for approval. The BHPC will review and respond to the application within 30 days. If more than 30 days is required, the BHPC will notify the applicant by mail and by phone. The BHPC meets on the 4th Tuesday of each month at 5:30 P.M. at the Bessemer City Hall.

CRITERIA FOR SUBMISSION

The following information is required for verification of compliance with the Design Review Guidelines.

Approval must be granted in order to receive a Certificate of Appropriateness.

Please refer to the [Design Review Guidelines Handbook](#) for more detailed information.

A. NEW CONSTRUCTION

BUILDINGS / STRUCTURES

1. Set of plans, specifications, and renderings showing all exterior elevations, overall dimensions, types of materials being used on walls, roofs, windows, trims, etc., color samples and any other helpful information.
2. Site plans with dimensions, proposed fencing, accessory buildings, exterior lighting, signage, etc.
3. Signage with material, dimension, lettering, colors, and lighting to be used.
4. Color photographs of the site and adjacent properties.
5. Section profiles (showing relationship of buildings / structures to street, signage height, lighting height, and parking areas).

SITE / BUILDINGS

1. Photographs of existing conditions.
2. Site Clearance Plan showing everything being removed including existing trees listing their sizes, species, and canopy spread.
3. Site Development Plan showing proposed building(s), parking layout with number of spaces, hardscape (walkways, patios, dumpsters, fencing etc.), site furnishings (lighting, trash receptacles, benches, etc.), and signage.
4. Site grading and Drainage Plan including, but not limited to, finished floor elevations and spot elevations (for conformance with ADA requirements).
5. Site / Landscape Plan (See Below)

B. EXTENSIVE EXTERIOR ALTERATION OR REPAIR

Same as New Construction

C. MINOR EXTERIOR ALTERATIONS OR REPAIRS

1. Drawing and/or color photograph of main (front) elevation of building.
2. Drawing and/or color photograph of area of building to be altered or repaired if not the front.
3. Written detailed explanation of work to be done including materials to be used and paint samples.
4. Written description or drawing of site plan explaining fencing, accessory buildings, etc.

D. PAINTING (new color or unpainted building)

1. Color photograph of building.
2. Paint samples of colors to be used for the
 - (a) main body of building
 - (b) trim or decorative features
 - (c) other - such as foundation walls, shutters, etc.

E. SIGNAGE

1. Scale drawing of proposed sign
2. Total area of sign
3. Type of material to be used
4. Samples of lettering to be used, including material and dimensions
5. Samples of colors to be used.
6. Drawing or photograph of type support or standard to be used

7. Proposed lighting, if any
8. Scale drawing of front of building showing placement of sign or photograph of placement of sign on building accurately located and sized
9. Explanation of how sign would be mounted attached or hung
10. Landscaping around base of sign (if applicable and not included in a Site / Landscape Plan)
11. Photos of signage on adjacent buildings (for comparison purposes)

NOTE: Façade signage to be shown on building elevations

F. AWNINGS

1. Scale drawing of proposed awning
2. Sample of material to be used
3. Photograph of placement of awning
4. Height above grade

G. FENCING

Photograph of area to be fenced and drawing or photograph of type of fencing proposed showing:

1. Placement on lot
2. Materials
3. Proposed height
4. Paint samples if fence is to be painted

H. LANDSCAPING

Photograph of area to be landscaped and a landscape plan showing:

1. Planting layout
2. Plant schedule (scientific name, common name, quantity, size, spacing, and comments)
3. Irrigation plan
4. Maintenance notes

I. LIGHTING

1. Lighting plan
2. Luminaire Description (height or a picture of fixture)

J. DEMOLITION PERMITS (Demolition of historic structures is discouraged)

1. Photograph of building to be demolished
2. Statement of purpose of the demolition with reference to future land use.

K. BUILDING PERMIT REGULATIONS

With design review districts, a Certificate of Appropriateness must be issued prior to receipt of a building permit. Criteria for submission of an application for a Certificate of Appropriateness or the issuance of a Certificate of Appropriateness, do not preclude requirements of other city ordinances and building codes applicable throughout the city. Approval must be given by the Building official prior to obtaining a building permit when improvements and new construction involve City Building Codes such as electrical, plumbing, site, setbacks, etc.

FEE SCHEDULE

Repair / Remodeling of Existing Building(s)	\$50.00
New Construction or Addition(s)	\$50.00
Demolition	\$50.00
Painting only	\$25.00
Sign(s)	\$25.00
Minor Works or Routine Maintenance	No Fee