



Kirksville Historic Preservation Commission  
Certificate of Appropriateness Application

Applicant Information (please type or print legibly)

Property Address \_\_\_\_\_

Applicant Name\* \_\_\_\_\_

*\*If the applicant is not the owner, s/he should be authorized by the owner to commit to changes proposed by the Commission.*

Mailing Address \_\_\_\_\_ Day/Cell Ph # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_ Day/Cell Ph # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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As the Owner of the property at \_\_\_\_\_, I  
authorize the above applicant to represent me in seeking this Certificate of Appropriateness.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Owner's Name (print) \_\_\_\_\_

Project Classification (check all boxes that apply to your project)

- Conceptual Review:** Discuss with the Commission preliminary design ideas for a project. The Commission will address the appropriateness of the proposal and provide helpful advice.
  
- New Construction:** Construction of a new building, additions, garages, sheds, etc.
  
- Interior Renovation:** Construction, alteration, or removals requiring a building permit from the City of Kirksville.
  
- Exterior Building Alteration:** Includes, but is not limited to: all exterior changes to an existing building, windows, doors, roofing, etc.
  
- Landscaping:** Removing or adding landscaping or landscape features (walks, patios, fencing, retaining walls, etc.) that will alter the appearance of the property.
  
- Signage or Graphics:** Installation of a sign or graphic on a building, or on the site, or directly behind the window or on a window.
  
- Demolition:** Removal of any building feature(s) or the razing of any structure(s).
  
- Other:** \_\_\_\_\_



**Applicant Signature**

I certify that I have read this application and that the information I have included, and any accompanying documentation, is complete and accurate to the best of my knowledge. I further certify that I, the applicant, have been authorized by the owner to commit to changes proposed by the Commission.

Applicant (sign) \_\_\_\_\_ Date \_\_\_\_\_

Applicant (print) \_\_\_\_\_ Date \_\_\_\_\_

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**For Kirksville Historic Preservation Commission:**

After review of the above project, this Certificate of Appropriateness is:

**APPROVED.** You may obtain a building permit for this work.

**APPROVED WITH CONDITIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DENIED.** A Building Permit will not be issued for this work. No work is permitted.

➤ In the event of a denial, you have the right to apply for a Certificate of Economic Hardship, or you may file a written appeal with the Board of Adjustment of the City of Kirksville.

**Note:** A written attachment detailing the reasons for denial must be attached and returned with this form to the applicant.

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Signature – Chair, Historic Preservation Commission

Date \_\_\_\_\_