



## City of Little Rock

**Department of Planning and Development**  
723 West Markham Street  
Little Rock, Arkansas 72201-1334  
Phone: (501) 371-4790 Fax: (501) 371-4546  
www.littlerock.gov



### INSTRUCTIONS FOR FILING FOR A CERTIFICATE OF APPROPRIATENESS (COA)

1. The owner or authorized representative is required to file an application which consists of the application form, cover letter and other submittals. The "Application for a Certificate of Appropriateness" is attached. The cover letter shall set forth the development rationale, the intent of the use and should include such information as is necessary to thoroughly inform the Commission on the issue. Other Submittals are listed and described below. Return the **completed application form** (page 1), **cover letter**, and all **other submittals** to Department of Planning and Development by the COA filing deadline. Incomplete applications will not be accepted.
2. Payment of a filing fee is required no later than the published docket closing date. Said fees are established by the City's adopted Fee ordinance.
3. Other Submittals:
  - A. **New Construction, Additions or Modifications to Existing Structures, Moving a Building into the District**
    - (1) Scaled drawings shall include: Site plan or Survey showing all current and proposed improvements including all driveways, parking areas, sidewalks, fences, property lines, and outbuildings; Floor plan for understanding development; and Scaled elevations showing proposed appearance and its relationship to adjacent and nearby buildings.
    - (2) The owner/applicant shall submit one set of scaled drawings, either hard copy or digital (PDF or another approved format). Digital submittals are preferred. Illegible or incomplete drawings will not be accepted.
    - (3) All building materials described in the Design Guidelines should be noted on the drawings, including but not limited to: doors, windows, awnings, steps, railings, walls, roofs, gutters, chimneys, foundations, decks, lighting, fences, parking areas, HVAC equipment, solar panels, and signage.
    - (4) A description of materials for all exterior surfaces listed above shall be provided to Staff at time of filing. Web site addresses are appropriate but cut sheets of individual materials are preferred.
  - B. **Photos**  
Current color photographs (all elevations) of property showing its present condition. Include color photographs of adjacent structures. High resolution digital images in jpeg format preferred.
  - C. **Materials to be used**  
Samples of materials, brochures, pamphlets or other literature shall be submitted at time of filing.
  - D. **For Demolitions Only**  
Submittals include but are not limited to the following:
    - (1) Copies of engineering reports to show soundness of structure.
    - (2) Copies of termite inspection to show infestation levels.
    - (3) Other engineering or professional reports to show cause for demolition.
    - (4) Other reports to demonstrate financial hardship.
  - E. **NOTE: Application must be complete at time of filing.** Any additional documents requested by Staff for clarification and review must be submitted to staff no later than three (3) weeks before the meeting date.
4. The owner or authorized representative of any infill project (new principal buildings) are required to file an Application for Preapplication Review. Infill is the addition of a principal structure to a vacant lot. Preapplication Review meetings are strongly recommended for all other projects.

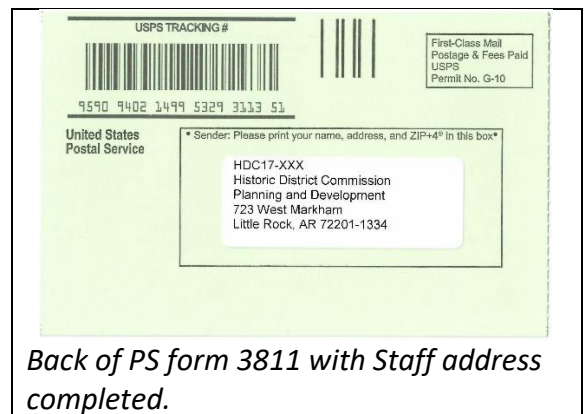
5. The applicant or representative **must provide proof of ownership of the project property or complete the Certificate of Appropriateness Authorization of Representation Affidavit**

- A. Provide proof of ownership or authorization to pursue a COA.  
Valid forms proving ownership are: a current property tax bill, escrow letter, grant deed, deed of trust, mortgage statement, or tax assessment card showing ownership. Telephone bills, utility bills, or driver's licenses as proof of ownership are not acceptable.
- B. If Renting Property: Current lease or rental agreement AND a notarized statement from the property manager or property owner for you to pursue a COA.

6. Before the meeting, the **applicant must perform the following:**

- A. Obtain a list of all recorded property owners (**as certified by a licensed abstractor**) within the area of influence – properties situated **within 200' of the subject property**. Applicant is also responsible for adding any property owners to that list that they have knowledge of that are not reflected on the abstract company list.

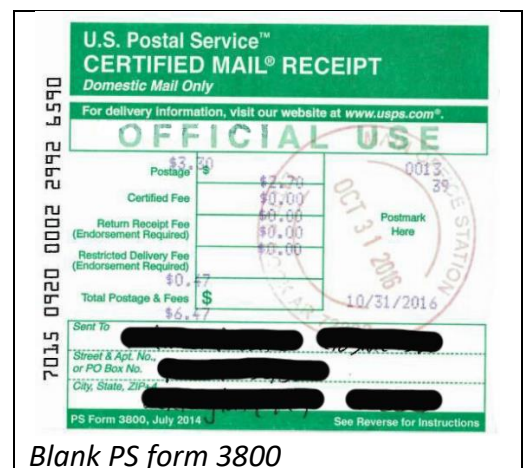
- B. Give at least ten (10) days written notice of the time, place and date of the public hearing to all property owners within 150' of the subject property and any additional properties within the subject's block that lie outside the 150' radius stated above with the form "**Notice of Public Hearing,**" which is attached on page 4 or available from Staff. Send the required notice **by certified mail return receipt requested.** The address on the back of the PS Form 3811 Domestic Return Receipt shall be: "HDC 'File #, Historic District Commission, Planning and Development, 723 West Markham, Little Rock, Arkansas 72201-1334." Staff will give applicants a file number upon filing application.



- C. The Affidavit at the bottom of the "**Notice of Public Hearing,**" form must be signed before returning "Affidavit" to Staff. Do not cut or detach the affidavit on the bottom of this page from the notice form.
- D. Post the subject property with a sign at least ten (10) days before the meeting. The sign, furnished by Staff at the time of filing application, must be placed at the front of the property to be seen from the street. If subject property is located on a corner or fronts two streets, **one sign must be posted on each side** to be viewed from both streets. If the sign is destroyed or torn down, applicant must obtain a replacement from Staff.

7. Six (6) business days prior to the meeting, **the applicant must submit** the following to staff:

- A. Green and white certified mail receipts (PS Form 3800 proof of mailing), stamped by the Post Office,
- B. Certified listing of recorded property owners from abstract company,
- C. List of owners notified and,
- D. Copy of the completed public meeting notice and signed Affidavit.



- 8. The applicant or representative **must be present at the public hearing** in order to answer questions the Commission or interested parties may have. The Commission will not act upon any item unless the applicant or representative is present. If you bring handouts to the Commission meeting, bring no less than nine (9) sets: one for each commissioner, one for staff and one for the city Attorney representative.

9. **SUBMISSION OF AN INCOMPLETE APPLICATION OR NONCOMPLIANCE WITH THE ABOVE MAY CAUSE YOUR APPLICATION TO BE WITHHELD AND NOT CONSIDERED AT THE MEETING AND MAY REQUIRE THE PAYMENT OF AN ADDITIONAL FILING FEE AND/OR RENOTIFICATION OF PROPERTY OWNERS.**



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**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

Address of Property: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

Owner/Agent (Printed Name): \_\_\_\_\_

Owner /Agent Street, City, State, & Zip: \_\_\_\_\_

Owner /Agent Phone Number: \_\_\_\_\_

Owner /Agent Email: \_\_\_\_\_

Name of Applicant as it will appear on all correspondence and in Staff report: \_\_\_\_\_

Brief Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Cost of Improvements: \_\_\_\_\_

Zoning Classification: Is the proposed change a permitted use?  Yes  No

Signature of Owner or Agent: \_\_\_\_\_

**NOTE:** Should there be changes during construction (design, materials, size, etc.) from the approved COA, applicant shall notify Commission staff and take appropriate actions. Approval by the Commission does not excuse applicant or property from compliance with other applicable codes, ordinances or policies of the city unless stated by the Commission or staff. Responsibility for identifying such codes, ordinances, or policies rests with the applicant, owner, or agent.

**DO NOT FILL IN - FOR STAFF USE ONLY**

Application Date: \_\_\_\_\_ HDC File # \_\_\_\_\_

HISTORIC DISTRICT COMMISSION DOCKETED \_\_\_\_\_ at 4:00 p.m.

LITTLE ROCK HISTORIC DISTRICT COMMISSION ACTION:

\_\_\_ DENIED \_\_\_ WITHDRAWN \_\_\_ APPROVED \_\_\_ APPROVED WITH CONDITIONS \_\_\_ SEE ATTACHED CONDITIONS

DOCUMENTING OFFICIAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



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**NOTICE OF PUBLIC HEARING BEFORE THE  
 LITTLE ROCK HISTORIC DISTRICT COMMISSION  
 ON AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

To all owners of land lying within 200 feet of the boundary of property at:

LEGAL DESCRIPTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

OWNED BY: \_\_\_\_\_

NOTICE IS HEREBY GIVEN THAT an application for a Certificate of Appropriateness on the above described property has been filed with the Department of Planning and Development requesting the following changes:

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

A **Public Hearing** on said application will be held by the **Historic District Commission** in the **Board of Directors Chambers**, City Hall, second floor, **500 W. Markham Street** on (date) \_\_\_\_\_ at 4:00 p.m.

ALL PARTIES IN INTEREST MAY APPEAR and be heard at said time and place or may notify the Little Rock Historic District Commission of their views on this matter by letter. All persons interested in this request are invited to call or visit the Department of Planning and Development to review the application with Commission Staff.

*The City of Little Rock complies with all civil rights provisions of federal laws and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. The City of Little Rock does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, income status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation, in admission or access to and treatment in the City's programs and activities, as well as the city's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the City's nondiscrimination policies may be directed to Caran Curry, Title VI Coordinator, 500 West Markham Street, Little Rock, AR 72201, 501-371-4583, or the following e-mail address: [c Curry@littlerock.gov](mailto:c Curry@littlerock.gov).*

*This notice is available from the Title VI Coordinator in large print or recording. Free language assistance for those with Limited English Proficiency is available upon request.*

*La ciudad de Little Rock cumple con todas las disposiciones de derechos civiles de los estatutos federales y autoridades relacionadas que prohíben la discriminación en programas y actividades que reciben asistencia financiera federal. La ciudad de Little Rock no discrimina por motivos de raza, color, credo, religión, sexo, origen nacional, edad, discapacidad, estado de ingresos, estado civil, orientación sexual, identidad de género, información genética, las opiniones políticas o afiliación, en la admisión o acceso y tratamiento en los programas y actividades de la ciudad, así como de contratación de empleados de la ciudad. Las quejas de supuesta discriminación y consultas sobre la política antidiscriminatoria de la ciudad pueden ser dirigidas a Caran Curry, Coordinador del Título VI, 500 West Markham Street, Little Rock, AR 72201, 501-371-4583, o en la siguiente dirección de correo electrónico: [c Curry@littlerock.gov](mailto:c Curry@littlerock.gov).*

**AFFIDAVIT**

I hereby certify that I have notified all the property owners as reflected on the abstract company list and all those that are not reflected on that list that I have knowledge of within 150 feet of the above-described property, that subject property is being considered for a Certificate of Appropriateness and that a Public Hearing will be held before the Little Rock Historic District Commission at the time and place described.

\_\_\_\_\_  
 Applicant (Owner or Authorized Agent): \_\_\_\_\_  
 Date



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**CERTIFICATE OF APPROPRIATENESS AUTHORIZATION OF REPRESENTATION AFFIDAVIT**

I, \_\_\_\_\_ do hereby authorize

*Property owner (print)*

\_\_\_\_\_ to represent me and my interests in an

*Agent/representative name and business (print)*

Application for a Certificate of Appropriateness on the following property described below. I have reviewed the proposed application and I have indicated so by initialing a copy of the submittals that are attached.

Street Address: \_\_\_\_\_

\_\_\_\_\_  
 Title Holder's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Agent's Signature

\_\_\_\_\_  
 Date

Subscribed and sworn to me, a Notary Public on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_