



**APPLICATION PROCEDURE
AND APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
HISTORIC PRESERVATION COMMISSION
CITY OF DOTHAN, ALABAMA**

1. APPLICANT uses the Dothan Commercial or Residential Design Guidelines depending on the location of the historic property as a reference when completing the Certificate of Appropriateness Application Form. Submits completed form to Dothan Historic Preservation Commission at least 14 days prior to next scheduled Commission meeting. Meetings are scheduled for the second Thursday of each month at 4:00 p.m. in the City Commission Chambers, Second Floor, Dothan Civic Center, 126 North Saint Andrews Street, Dothan, Alabama. Makes presentation at Commission meeting about proposed project and answers questions about their application. [[See Historic Preservation Calendar](#)]
2. A copy of the Dothan Commercial or Residential Design Guidelines, Certificate of Appropriateness application form, answer to questions, and assistance to property owners is available from the Planning Department Office at 334.615.4410.
3. DOTHAN HISTORIC PRESERVATION COMMISSION uses the Dothan Design Guidelines as an objective basis for reviewing the application. The Commission may approve or deny the application, or approve it on certain conditions. When there are additional information needs or if the project is extensive, the Commission may table the application for study or on-site inspection, especially when the application has not been submitted within the required 14 days prior to a meeting or is incomplete. Failure of the Commission to act within 45 days on an application for a Certificate of Appropriateness shall constitute approval of said application. [§50-97(e)(2)]
4. IF APPROVED, APPLICANT: Upon receipt of a Certificate of Appropriateness from the Commission, the project is subject to the existing zoning and building regulatory process. Criteria for submission of an application for a Certificate of Appropriateness, or the issuance of a Certificate of Appropriateness, does not preclude requirements of other city ordinances and building codes applicable throughout the city. Where approval must be given by the Building Inspection prior to obtaining a building permit, the owner should contact the Building Inspector's Office when improvements and new construction involve City Building Codes such as electrical, plumbing, site, trees, set-back, etc. for such approvals and permits.
5. IF NOT APPROVED, APPLICANT: Commission states reasons for denial in a rejection that are based on Design Guidelines. Modifications may be made and the application may be re-submitted at any time. Or, the applicant may appeal the decision to the Circuit Court as per Section 50-97(g) of the Historic Preservation Ordinance.



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**APPLICATION AND REQUEST FOR CERTIFICATE OF APPROPRIATENESS
HISTORIC PRESERVATION COMMISSION
CITY OF DOTHAN, ALABAMA**

(Required as directed by Ordinance 50-96 of the City of Dothan. Any exterior improvements, new construction or demolition in designated Historic Sites and Districts, including painting and site improvements, must be approved by the Dothan Historic Preservation Commission prior to issuance of a permit for improvement or demolition by the City of Dothan Building Inspector.)

APPLICANT: _____ CONTACT TELEPHONE: _____

Circle One: Owner – Business – Contractor

MAILING ADDRESS: _____
Street City/State ZIP

PROPERTY ADDRESS: _____

PROPOSED IMPROVEMENTS: _____
Construction, Demolition, Alterations etc.

MANDATORY APPLICATION CHECK LIST

Site Plan (Include where applicable: walks, planting, fencing, signs, lighting, and other information necessary for review)

Photos

Include where applicable: Painting, color selection (attach sample)

Type of Materials (replacement)

GENERAL SUMMARY: Be specific about the work to be carried out. (You may attach additional pages if space provided is inadequate):



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Please attach the list of names and mailing addresses for all adjacent property owners on each side, behind, and in front of your property, including vacant or rental property, obtained from the REVENUE COMMISSIONER’S OFFICE AT THE HOUSTON COUNTY ADMINISTRATIVE BUILDING, 462 NORTH OATES STREET, 5TH FLOOR. If on a corner, include all three corners in addition to property on each side of your property.:*

Construction proposed to begin on: _____
(Sec. 50-98(c) requires construction to begin within six months of the Certificate of Appropriateness being issued or the Certificate of Appropriateness will be void.)

Approximate date construction completed: _____
(Sec. 50-98(c) requires that construction be completed within eighteen months of the Certificate of Appropriateness being issued or the Certificate of Appropriateness will need to be renewed.)

**BY SIGNING THIS APPLICATION, APPLICANT ACKNOWLEDGES THAT FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION REGARDING THE ADJACENT PROPERTY OWNERS AND THEIR MAILING ADDRESSES MAY CAUSE THE APPLICATION TO BE REMOVED OR TABLED FROM THE AGENDA AT THE BOARD OF ZONING ADJUSTMENT’S MEETING; OR, MAY RESULT IN IN ANY APPROVED SPECIAL EXCEPTION BEING VOIDED.*

Applicant Name (Please Print)

Applicant Signature

Date of Receipt
(Office Use Only)

Zoning District
(Office Use Only)