

# CERTIFICATE OF APPROPRIATENESS

## APPLICATION PACKET

### GENERAL APPLICATION INSTRUCTIONS

Effective Date: February 22, 2024

This application packet is for the City of Mason City Historic Preservation Commission's Certificate of Appropriateness (CoA) Application. A CoA can be issued in compliance with Titles 2-12-5 and 12-13-6 of the Municipal Code and is required for all exterior construction, additions, or alteration of historic and significant buildings in the Z5 Central Business Zoning District. It is not required for alterations of historic buildings outside the Z5 Zoning District. Historic and significant buildings are defined in Title 12-13-6.E of the Municipal Code and include:

- Any property listed on the National Register of Historic Places.
- Any property listed as "contributing" to the Mason City Downtown National Register Historic District.
- Any property designated as a historic site or landmark by the Historic Preservation Commission and approved by the City Council, per Title 2, Chapter 12 of the Municipal Code.
- All properties with frontage on North and South Federal Avenue, between 4<sup>th</sup> ST. NE/NW and the south boundary of the Federal Avenue Plaza. The regulations apply to the entire structure, not just the façade along Federal Avenue.

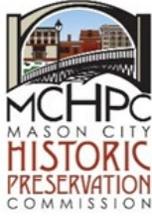
The Commission reviews the exterior construction, additions to, or alteration of properties within the Z5 Zoning District. In determining the appropriateness of any such construction, addition, or alteration, the commission shall determine that the project is consistent with the Secretary of the Interior's Standards for Rehabilitation, taking into consideration the economic and technical feasibility relative to any repair, renovation, preservation, or alteration of historic elements. To aid the Historic Preservation Commission in making a determination, the standards and guidelines published in the "Rehabilitation" chapter of *The Secretary of the Interiors Standards for the Treatment of Historic Properties*, published by the U. S. Department of the Interior National Park Service, Technical Preservation Services, 2017 edition shall be consulted. These standards are available on the National Park Service web page or can be emailed to you by staff in the Development Services Department. In addition, you may want to consult the National Park Service's series of Preservation Briefs, also available on their web site. The Preservation Briefs provide information on preserving, rehabilitating, and restoring historic buildings. The briefs recommend methods and approaches for rehabilitating historic buildings that are consistent with their historic character.

## APPLICATION PROCESS:

1. The applicant requests and attends a pre-application conference with staff from the Development Services Department to discuss the proposed project and the approval process. This is optional but is highly encouraged.
2. The property owner or applicant applies for a Certificate of Appropriateness to the Development Services Department which outlines the proposed changes. Applications received by 4:30 p.m. on the 10<sup>th</sup> of the month will be placed on the agenda for the following month's Historic Preservation Commission meeting. \* If the 10<sup>th</sup> of the month falls on the weekend or a holiday, applications are due at the end of the next business day. The Commission meets on the first Thursday of each month at 4:30 PM in the 2<sup>nd</sup> floor Conference Room in City Hall.
3. The application and plans are reviewed by the Development Services Department for conformance with:
  - a. The design standards applicable to the Zoning District the property is located within.
  - b. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings.
  - c. The relationship of proposed changes to exterior features of structures in the neighborhood.
4. City staff presents the application and a recommendation to the Historic Preservation Commission at a public meeting. The applicant may give a presentation and may need to answer questions. Any interested person in attendance will be given the opportunity to speak.
5. The Historic Preservation Commission considers the impact of the proposal on the neighborhood, conformance of the adopted guidelines, and the testimony by the applicant and any other interested parties. By formal vote, the Commission may approve, approve with modification, or disapprove the application. In some circumstances, they may delay action on an application pending the receipt of additional information from staff or the applicant.
6. A copy of the Commission's resolution (Certificate of Appropriateness) is mailed to the applicant and placed on file generally within 5 business days. Once the Commission's approval has been filed, work may begin provided that it is in conformance with any conditions listed on the Certificate and in conformance with all other applicable requirements. If the Certificate of Appropriateness is being requested in conjunction with an application that requires review by the Zoning Board of Adjustment, the Certificate of Appropriateness will be forwarded to the Zoning Board of Adjustment.

\*Some work may be eligible for administrative approval. Administratively approved Certificates of Appropriateness require the submission of a complete application. The administrative review process generally takes a week.

**We are here to help! If you need assistance completing this application or have questions about the application process, please contact the Development Services Department at 641-421-3626 or visit the office in person on the 3<sup>rd</sup> floor of City Hall, 10 First St. NW, Mason City.**



## APPLICATION CHECKLIST

Use this checklist as a guide to prepare your application and include a copy with your submittal. Submitting a complete application will result in quicker permit approval. All items identified on the checklist are required unless otherwise noted.

### Application Form

- Please ensure that all pages of the enclosed application are accurately completed and all the necessary signatures are provided.
- For additional information, please read Title 2-12-5 of the Mason City Municipal Code, available on the City's website, [www.masoncity.net](http://www.masoncity.net).

### Property Owner's Consent Form

- If the property owner is not the applicant, this form must be included. No application will be considered complete without a completed Property Owner's Consent Form if the applicant is not the property owner.
- If there is more than one property owner, each owner must complete a Property Owner's Consent Form.

### Project Narrative

- Provide a detailed description of the proposed project. If the project includes multiple projects (signage, paint addition, etc.) include each item being sought.
- Explanation as to how the request meets the approval criteria outlined in Title 2-13-5 of the Mason City Municipal Code (attached).

### Photograph(s)

- Provide current color photograph(s) of the site, structure, and specific conditions to be addressed by the proposed project either via a flash drive, email to [developmentreview@masoncity.net](mailto:developmentreview@masoncity.net), or printed in color on 8 ½" X 11" paper(s). Emailed photos in a high-resolution format are preferred. The photos should be clear and depict the proposed project and its relationship to the surrounding properties.

### Plan(s)

- If the project includes a building addition or signage, site plan(s) shall be submitted on white paper no smaller than 8 ½" X 11" and no larger than 11" X 17" or digitally as a flattened .pdf that is legible when printed on 11" X 17" paper. Pages with a gray or dark background will not be accepted. The page should include a 1-inch clear margin on all sides. Please avoid pencil drawings since they do not copy clearly. The plans should include:
  - Graphic scale
  - Dimensions of the site and all improvements, including setbacks (existing and proposed) from property lines.

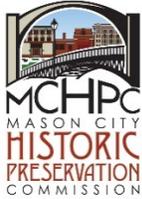
- Location of property lines, streets, walkways, parking, driveways, mechanical equipment, fences, and other hardscape features.
- Existing and proposed building additions (if applicable)
- Portions of the structure to be demolished (if applicable)

**Supplemental Information:**

- **Architectural Drawings (Elevations):** To help staff and the Commission understand the scope of your project, provide the following:
  - An Architectural Drawing (Elevation) of each building façade subject to the application. The drawing should be drawn to scale and have directional labels. The drawings should accurately depict the proposed design of any new construction or any proposed changes to the appearance of an existing structure. **If the proposed project includes ONLY the replacement of doors or windows, where no change to the size of the opening is being made, detailed photos of the existing window or door openings with the dimensions of the openings can be submitted in lieu of the Elevations.** Elevations must include the following information:
    - Scale
    - Dimensions of the building and architectural features, including overall building height, width and depth of doors, windows, and other openings.
    - Roof pitch (roof slope)
    - Existing and proposed materials
    - Types of windows, doors, and dormers (i.e. aluminum, vinyl, wood, one over one, etc.)
    - If signage is included, provide the location and dimensions of all existing and proposed signs
- **Project Visualization/Materials and Specifications.** To help staff and the Commission understand your project, please provide the following:
  - Renderings and/or sketches of architectural features, doors and windows, lighting, signage, and other applicable features that will be altered by the project. Details must be drawn to scale and labeled accordingly. All details must include dimensions, materials, type, color, and proposed location. All renderings provided shall be an accurate representation of the property and all proposed changes. Manufacturer’s product information and images can be used; if they already exist you do not have to recreate.
  - Material samples for all materials proposed for use. If material samples are not available, photographs or catalog pictures and specifications identifying the proposed materials may be submitted.
  - Ensure that all selected materials are labeled so we know which materials will be used and where on the building they will be placed.
- **Building Height Modification:** If the project will modify the existing height of the building, provide the following information:
  - Proposed building height shown on the project elevations.
  - Statement of how the proposed request meets the applicable criteria in Title 2-13-6 and the Secretary of the Interior’s Standards for the Treatment of Historic Properties, 2017 Edition.

- **Signs:** If the project includes a sign or window graphics, provide the following information:
  - Width and height of the building façade and proposed sign location.
  - Proposed sign dimensions.
  - Proposed sign materials and colors.
  - Proposed illumination type including wattage.

**We are here to help! If you need assistance completing this application or have questions about the application process, please contact the Development Services Department at 641-421-3626 or visit the office in person on the 3<sup>rd</sup> floor of City Hall, 10 First St. NW, Mason City.**



# Certificate of Appropriateness Application Form

(This form must be filled out completely before your application will be accepted.)

1. Property Historic Name: \_\_\_\_\_

2. Property Address: \_\_\_\_\_

3. Parcel Identification Number: \_\_\_\_\_

4. Historic Status of the property (Check all that apply):

\_\_\_\_\_ Listed on the National Register of Historic Places

\_\_\_\_\_ Contributing to the Mason City Downtown Historic District

\_\_\_\_\_ Property has been designated as a local historic landmark or site by the city.

\_\_\_\_\_ Property has frontage along Federal Avenue between Southbridge Mall and 4<sup>th</sup> St. NE/NW

5. Is the Certificate of Appropriateness being requested in conjunction with an application for a variance from the Zoning Board of Adjustment? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Existing and Proposed Use of the Property: \_\_\_\_\_

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

7. Property Owner: \_\_\_\_\_

Address (C/S/Z): \_\_\_\_\_

Telephone: \_\_\_\_\_ *Home or Business* \_\_\_\_\_ *Cell*

Email: \_\_\_\_\_

8. Applicant: \_\_\_\_\_

Address (C/S/Z): \_\_\_\_\_

Telephone: \_\_\_\_\_ *Home or Business* \_\_\_\_\_ *Cell*

Email: \_\_\_\_\_





## Property Owner's Consent Form

The Property Owner's Consent is required for each application for a Certificate of Appropriateness. If the applicant is not the property owner, a completed and signed copy of this form is required to be included with every application packet. **For property with more than one owner, each owner must sign a copy of this form.** In the event the owner of the property is an organization/entity, proof of signature authority on behalf of the organization/entity must be attached to this form.

### Authorization by Property Owner(s)

I, \_\_\_\_\_ swear and affirm that I am  
*(property owner's printed legal name; include signatory name and title if signing for a company)*

that I am the owner of property at \_\_\_\_\_, as shown on the records of  
*(property address or legal description)*

Cerro Gordo County, Iowa, which is the subject of this application. I further affirm that I am aware of the City's application, fee(s) and procedural requirements, and consent to this application.

I authorize \_\_\_\_\_ to submit this application and serve  
*(applicant's printed name if different from the property owner)*

as my representative for this request.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(property owner's signature)*