

**Certificate of Appropriateness (COA) Approval Matrix**

ACTION	No Approval Required	Commission with Documentation	Building Permit	Page Number
Accessory structures				
Sheds, garages, etc.		x	x	39
Additions / new construction		x	x	35 & 40
Demolitions (part or all of structure)		x	x	42
Awnings and Canopies new installation		x		32
Carports (addition or enclosure)		x	x	35
Equipment (antennas, satellite dish 18" or less, etc.)		x		38
Decks & Patios				35
Repair, same material	x			
New with structure		x	x	
New without structure	x		x	
Decorative shutters				29 - 31
New		x		
Replacements, same material and size	x			
Doors / Garage Doors				28
New / any location		x	x	
Repair, same material / style / size	x			
Change in material or size		x		
Any change in opening		x	x	
Driveways				37
Curb Cuts		x	x	
Same surface	x			
New construction, material change or relocation		x	x	
Exterior Siding (clapboard, stucco, brick, etc.)				24
Repair with same materials or repaint	x			
Replacement with new materials		x	x	
Exterior façade change				26
Replacement of non-historic materials with /orig. configuration		x	x	
Fences or gates, new or change in materials		x	x	36

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Repair existing with same materials	x			26
Fire Escapes, new or change in materials or location		x	x	
Fountains				39
Repair with same materials	x			
New		x	x	
Gutters & downspouts, gutter covers				24 - 25
Repair or replace existing w/ same materials or add gutter covers	x			
Replacement with new materials		x		
Interiors				
Decorative changes	x			
Landscaping				37
Minor any change	x			
Major removals or major new plans		x	x	
Tree removal / mature trees			TREE BOARD	
Lighting (See Site and Landscape Lighting)				38
Mailboxes		x		39
Mechanical Systems, HVAC & Window Units, exhaust fans, etc.				39
New or relocation		x	x	
Replace or repair existing unit with same materials	x		x	
Painting				26
Maintenance or color change	x			
Painting originally unpainted surface		x		
Parking Lots, pavement (see driveways)				
Pools / Hot Tubs / Jacuzzis (rear façade only)		x	x	39
Porches (see decks & patios)				33
Relocation of building or structure		x	x	
Repair same material, any part of structure	x			
Re-pointing, repair of masonry		x		
Retaining Walls				36
Repair, same material and shape	x			
Install new or removal of existing		x	x	

ACTION	No Approval Required	Commission with Documentation	Building Permit	Page Number
Roof				24
Repair, same material	x		x	
Replace, new materials or shape of shingle		x	x	
Change shape of roof		x	x	
Sheds (See Accessory Structures)				39
Siding (See Exterior Siding)				26
Signs / Plaques (Permanent)		x	Sign Permit	39
Site and Landscaping Lighting				36
Repair, same material	x			
New Installation		x		
Solar Collectors, Sky Lights				39
Install new, any location		x	x	
Repair or replace existing with same materials	x			
Steps				34
Install new, any location		x	x	
Repair or replace with same materials, same location	x			
Storm Windows and Storm Doors				31
Repair or replace, any material	x			
Install new		x	x	
Trim (Scrollwork, fascia, porch details, etc.)				29
Replace or repair, same material / size / design	x			
New, change in size, design, materials, repair or removal		x		
Walkways				37
Repair, same material	x			
New construction, new materials, relocation		x	x	
Windows				30
Repair, same material	x			
Replace, same material, size, shape, configuration, any location		x	x	
Replace, with change in size of opening or new material		x	x	