

## WHY A COA?

As a property owner in a historic district, you agree to abide by the design guidelines that help maintain the neighborhood's character for present and future generations. When doing any alterations to the exterior of a building or site, you must first attain a Certificate Of Appropriateness (COA). The COA may be issued administratively by community development staff, or the application may be reviewed at a public meeting of the Historic Preservation Committee.

QUESTIONS? PLEASE CONTACT US!

# ENID

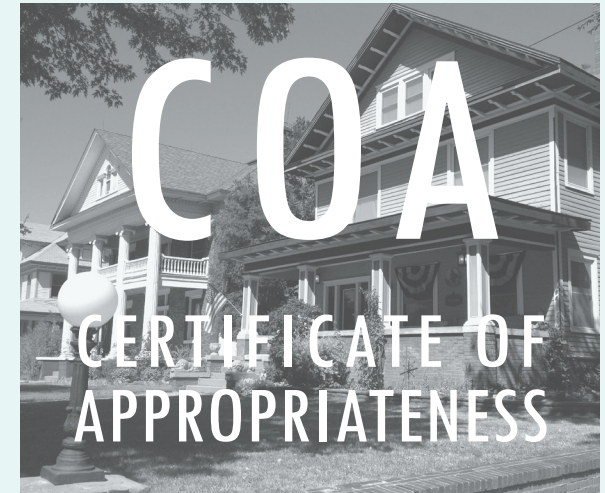
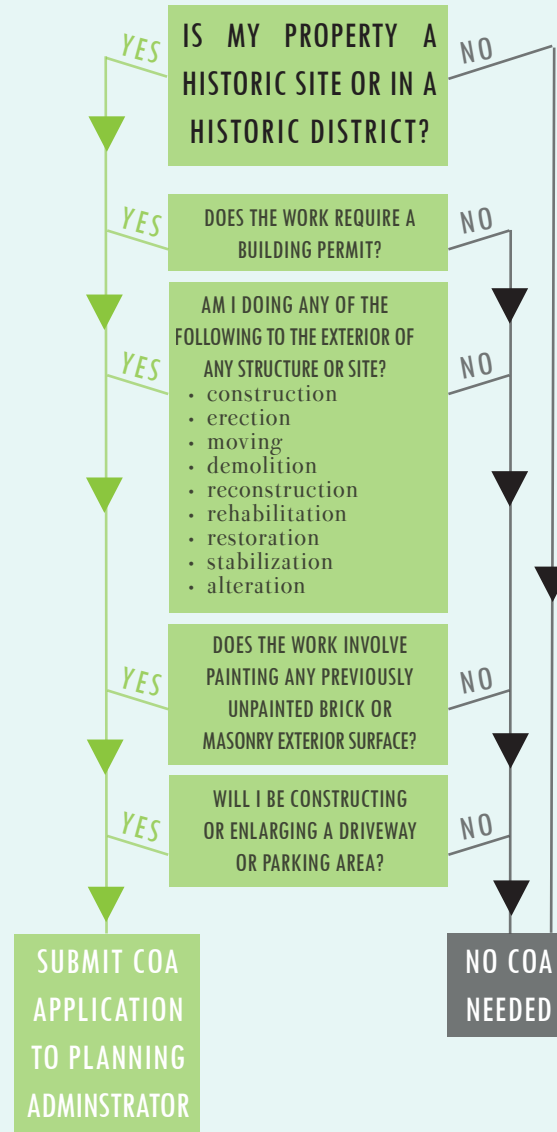
COMMUNITY DEVELOPMENT

P.O. Box 1768

Enid, Oklahoma 73702

580-616-7217

## DO I NEED A CERTIFICATE OF APPROPRIATENESS {COA}?



## ENID, OKLAHOMA

### Historic Preservation

QUICK REFERENCE MANUAL

# NO. 1

## CERTIFICATE OF APPROPRIATENESS

for Improvements to  
Your Historic Property

# CERTIFICATE OF APPROPRIATENESS {COA} APPROVAL PROCESS

## COA APPLICATION CHECKLIST

- Complete COA Application
- Complete Building Permit Application
- Submit 2 copies of all detailed plans, elevations, perspectives, and specifications. Must include:
  - 1) Site plan drawn to scale and dimensions showing all property lines, existing and proposed structures, the location of the proposed construction, driveways, parking, landscaping, fences, and other manmade natural features on the property.
  - 2) Floor plan of all enclosed spaces showing windows, doors, etc.

### CRITERIA FOR ADMINISTRATIVE APPROVAL

Any changes to:

- exterior paint when the applicant is using a paint color from a designated historic palette from any major paint company.
- the fence when installing a wrought iron, picket, or brick fence. Chainlink fencing is not allowed in the historic district.
- the roof or shingles if the same color and style replaces any existing shingles.
- nonhistoric features of the home not visible from the street.

Any replacement of the driveway that is not changing the current size or location.

### CRITERIA FOR HPC REVIEW

The degree to which the proposed work may:

- destroy or alter all or part of a resource.
- isolate the resource from its historic or architectural surroundings, or would introduce visual, audible, vibratory or polluting elements that are out of character with the resource and its setting, or that adversely affect the physical integrity of the resource.

The compatibility of the:

- building materials with the aesthetic and structural appearance of the resource, including the consideration of texture, style, color, or the other components and their combination of elements such as brick, stone, concrete, shingle, wood, or stucco.
- proposed design to the significant characteristics of the resource, including a consideration of a harmony of materials, details, height, mass, proportion, rhythm, scale, setback, shape, street accessories, and workmanship.

