

**Porterdale Historic Preservation Commission
Certificate of Appropriateness**

APPLICANT CHECKLIST

Applications to be submitted to Customer Service
at Porterdale City Hall – 2800 Main Street

Please note incomplete applications cannot be
accepted.

This check list must accompany the application.

1. All Applicant/Homeowner
Information complete

2. Project Description
*(Include only details of exterior architectural features,
including the roof and chimney)*

3. Photo's may be copied or emailed to
info@cityofporterdale.com

4. Plans are attached and or examples cited
from the Porterdale Mill District Guidelines E.g.
Door A

5. Explanation of the project E.g. Restoration, or
it can include any reasons why the application is
as seeking a variance from the design
guidelines.

6. Applicant/Homeowner signatures
and dates

Signed: _____
(City Hall Staff)

Date: _____

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