

Ripley Historic District  
Certificate of Appropriateness  
Application

We are glad that you have chosen to improve a building in Ripley, and we are here to assist you in taking the greatest advantage of your historic property renovation. All properties residing in the City of Ripley's Historic District are subject to the following procedures before work can begin.

1) Bring a completed Application for Certificate of Appropriateness, along with your Supporting Materials to the regularly scheduled meeting of the Ripley Historic Preservation Commission. Contact the Chairman to arrange meeting.

The Application, along with the Checklist for Supporting Materials can be obtained at The City of Ripley offices located at 500 S. Main St, or at the Ripley Main Street office located at 104 S. Main St., or downloaded from <http://hpc.ripley.ms/>

2) Once the Ripley HPC has approved your plan, we will issue you a Certificate of Appropriateness which you may then present to The City Building Inspector in order to obtain a building permit.

Please review the information at <http://www.cr.nps.gov/hps/tps/tax/rhb/index.htm> if you are interested in performing a restoration that could earn you federal income tax credit.

If you have any questions regarding the procedure, please contact The Ripley HPC Chair, Josh Behm.

Josh Behm  
Office: 662-837-5061  
Cell: 205-789-7528  
Email: [joshuabehm@yahoo.com](mailto:joshuabehm@yahoo.com)

**APPLICATION FOR CERTIFICATE OF APPROPRIATNESS**

<b><u>COMMISSION USE ONLY</u></b>	
Received	_____
Complete	_____
HPC Review	_____
Action	_____

**RIPLEY HISTORIC PRESERVATION COMMISSION**

*For proposed exterior changes to property within local historic districts*

Historic District \_\_\_\_\_

Property Address \_\_\_\_\_

Use of Property \_\_\_\_\_

Applicant \_\_\_\_\_

Owner \_\_\_\_\_

*(If other than applicant. If applicant is not the owner, attach letter authorizing application and proposed change.)*

Address \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Briefly describe the proposed project \_\_\_\_\_

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**NOTE:** Appropriate support materials as required for each proposed change must be submitted to complete this application.

Incomplete applications will not be reviewed by the Historic Preservation Commission.

**DEADLINE:** Applications and all support materials must be submitted to the City Clerk by 5 p.m. 14 days prior to the regular Historic Preservation Commission meeting.

- PROPOSED ALTERATIONS**
- New construction, additions or extensive renovation or repair to existing buildings
  - Renovation or repair to existing buildings, including changes in design or materials of roofs, windows, doors
  - Site changes: tree removal, changes to or additions of fences, walks, driveways, parking areas, signs
  - Demolition or Relocation
- See checklist on attached sheet for required support materials for each category*

*A sign will be placed in front of the property prior to the Historic Preservation Commission meeting to notify surrounding property owners of a pending application.*

Be sure to bring completed applications and Supporting Materials to the next HPC meeting. See Guide for details, time and location.

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**  
**Checklist for Required Support Materials**

**All applications require support materials: Please check the list below for which materials are required for design review of a particular project.**

**New construction, additions or extensive renovation or repair to existing buildings**

- Drawings with dimensions of all affected exterior elevations
- Site plan showing location, with dimensions/ required setbacks/ landscaping and other site features
- Description of all materials proposed for use on the exterior -- walls/ roof, trim, cornice, windows, doors, etc.
- Drawings or photographs of architectural details such as columns, railings, balustrades, etc. roofs, windows and doors
- Photographs of existing building or surroundings of proposed new building
- Historic documentation (for proposed restoration to earlier appearance)

**Renovation or repair to existing buildings**

*For work that includes changes in design or materials of any exterior feature such as roofs, windows, doors, siding, etc.*

- Photographs, brochures or drawings, with dimensions, of additions or changes to design or type of features such as roofs, windows, doors, railings, etc.
- Description of all materials to be used
- Photographs of each side of the building to be renovated with details of areas of proposed work

**Site Changes – tree removal, fences, walks, driveways, parking areas and signs**

- Site plan, with dimensions, showing placement of any proposed changes or additions
- Description of all materials to be used
- Drawings or photographs of the type of fence, wall, gate or sign, with dimensions

**Demolition or Relocation**

- Condition report
- Photographs of existing building
- Documentation of economic factors (if any)
- Documentation of justification
- Site plans (for relocation within a designated local district)

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA**  
**CALL City Hall FOR MORE INFORMATION**