



City of El Dorado, Arkansas

204 North West Avenue, El Dorado, Arkansas 71730

870-862-7911 – Mayor’s Office

870-315-2308 or 870-863-4722– Executive Director

[hdc@eldoradoar.org](mailto:hdc@eldoradoar.org) or [www.goeldorado.com/history](http://www.goeldorado.com/history) or [www.goeldorado.com/government/forms](http://www.goeldorado.com/government/forms)

**El Dorado Historic District Commission – Certificate of Appropriateness (COA) Application**



- Minor Work (staff review) – 1 copy**
- Major Work (COA Committee review) – 8 copies**
  - Most Major Work Applications**
  - Additions Greater than 25% of Building Square Footage**
  - New Buildings**
  - Demo of Contributing Historic Resource**
  - Post Approval Re-review of Conditions of Approval**

**For Office Use Only**

COA # \_\_\_\_\_  
 Rec'd Date \_\_\_\_\_  
 Rec'd By \_\_\_\_\_  
 HDC Meeting Date \_\_\_\_\_

• If completing by hand, please use **BLACK INK**. Do not use blue, red, any other color, or pencil as these do not photocopy.

Property Street Address

Historic District

Historic Property/Landmark name (if applicable)

Owner's Name

Lot size

(width in feet)

(depth in feet)

For applications that require review by the COA Committee (Major Work), provide addressed, stamped envelopes to owners of all properties within 100 feet (i.e. both sides, in front (across the street), and behind the property) not including the width of public streets or alleys:

Property Address	Property Address

I understand that all applications that require review by the commission's Certificate of Appropriateness Committee must be submitted by 4:00 p.m. on the application deadline; otherwise, consideration will be delayed until the following committee meeting. An incomplete application will not be accepted.



TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY CITY STAFF		
	YES	N/A	YES	NO	N/A
<p>Attach 8-1/2 " x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete.</p> <p><b>Minor Work (staff review) – 1 copy</b></p> <p><b>Major Work (COA Committee review) – 8 copies</b></p>					
1. <b>Written description.</b> Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.)	<input type="checkbox"/>				
2. <b>Description of materials</b> (Provide samples, if appropriate)	<input type="checkbox"/>				
3. <b>Photographs</b> of existing conditions are required.	<input type="checkbox"/>				
4. <b>Paint Schedule</b> (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>			
5. <b>Plot plan</b> (if applicable). A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.	<input type="checkbox"/>	<input type="checkbox"/>			
6. <b>Drawings</b> showing proposed work <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan drawings</li> <li><input type="checkbox"/> Elevation drawings showing the new façade(s).</li> <li><input type="checkbox"/> Dimensions shown on drawings and/or graphic scale.</li> <li><input type="checkbox"/> 8-1/2" x 11" reductions of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snap shots of individual drawings on the big sheet.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>			
7. Stamped envelopes addressed to all property owners within 100 feet of property not counting the width of public streets and alleys. (Required for Major Work)	<input type="checkbox"/>	<input type="checkbox"/>			
8. <b>Fee (No Fee Required)</b>	<input type="checkbox"/>				