



## Certificate of Appropriateness Application

Phone: 304-234-3701 Fax: 304-234-3899 www.WheelingWV.gov  
1500 Chapline Street - Room 305 Wheeling, West Virginia 26003

### Applicant Information

Name:

Address:

Phone Number:

### Project Classification

- New Construction
- Exterior Alteration
- Restoration
- Structure Relocation
- Structure Demolition

Project overview:

### Required Submissions

- ◆ Application for Certificate of Zoning Compliance
- ◆ Application for Certificate of Appropriateness
- ◆ Letter to Historic Landmarks Commission explaining project
- ◆ Legal description of property
- ◆ Scaled elevation and/or suitable 8" x 10" photograph of the building facades which are visible from a public way.
- ◆ Specification of materials, colors and construction techniques.
- ◆ Other information as may be reasonably deemed necessary by the Commission to enable it to make a determination on the the application for a certificate of appropriateness.
- ◆ \$15 application fee
- ◆ Meetings held the 1st Thursday of the Month, application deadline 10 days prior.

Signature:

Date: