

Building owners within the City of Fort Scott “H” Historic District must apply for a Certificate of Appropriateness when making any modifications within the District. Modifications may include alterations to existing structures, the addition of signage, the demolition of a structure, or new construction. Applications will go before the Design Review Board for a recommendation before final approval is made by the City Commission.

The City Community Development Director and Codes Director along with the Design Review Board can, and will, provide assistance and advice within their authority and expertise. Your cooperation will be greatly appreciated and will contribute significantly to maintaining a historic district in which the City of Fort Scott can be proud and continues to serve as a show place for visitors to Southeast Kansas.

**Documentation Requirements for Proposed Modification:**

**Sign**

- **Drawing of Sign:** A scaled drawing giving exact outline dimensions of the sign, size & type of lettering, & color samples.
- **Location:** Indicate if the sign is to be free standing, supported by posts, affixed to a wall, etc.
- **Photograph of Existing Building:** A view of the proposed location of the sign in relation to the building and site.

**Addition/Alteration to Existing Structure**

- **Photograph of Existing Building:** Views taken close & at distance to help visualize the building, the proposed changes & the surrounding area.
- **Elevations of Proposed Work:** Scaled elevation drawings of all facades that will be viewed from any street within the District.
- **Materials List:** Full list of exterior materials & color samples. Material samples may be required. (*see staff*)

**Demolition**

- **Photograph of Structure:** As many interior and exterior views of the structure as possible to illustrate the general condition of the property.
- **Cost to Date of Building:** Current valuation of the property improvements.
- **Demolition Cost:** Estimate of demolition of building, removal of debris and grading of property following demolition.

**New Construction**

- **Elevation:** Scaled drawings of elevations that face any street within the District, i.e.: corner lot buildings will have two elevations and buildings with exposed elevations front and rear will require two plans.
- **Materials List:** Full list of exterior materials and color samples. Material samples may be required. (See staff)
- **Site Plan:** A scaled site plan of the proposed construction including landscaping, on premises parking and added utilities or other elements.
- **Photographs of site:** At least one good photograph of the proposed site. Additional photographs, viewing the site from other areas within the District will be welcomed.

**Submit Application: City Hall, 123 S. Main St. OR Allyson Turvey, [aturvey@fscity.org](mailto:aturvey@fscity.org)**



CERTIFICATE OF APPROPRIATENESS
Fort Scott "H" Historic District

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Proposed Changes: \_\_\_\_\_

Type of Proposed Modification:

- Sign Addition/Alteration to Existing Structure Demolition New Construction

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Proposed Modification: \_\_\_\_\_

Design Review Board: [ ] Recommended [ ] Not Recommended

Comments: \_\_\_\_\_

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Fort Scott City Commission: [ ] Approved [ ] Not Approved

Comments: \_\_\_\_\_

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Codes Department: [ ] Permit Required [ ] Permit Not Required

Codes Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Date Permit Issued (if applicable): \_\_\_\_\_

State Historic Preservation Office: [ ] Approved [ ] Not Approved [ ] Not Applicable

Community Development Manager: \_\_\_\_\_ Date: \_\_\_\_\_