

Step 6: Mon - Applicant submits completed application by noon deadline.

Step 7: Tues - Staff reviews the application documents for completeness and reviews the site.

Step 8: Wed - Staff prepares the public information sign(s).

Step 9: Fri - The applicant posts sign(s) on site (15 days prior to HPC meeting date).

Step 10: Mon - Fri - Staff writes COA report for the HPC agenda.

Step 11: Wed - Agenda is mailed to the Historic Preservation Commission

Step 12: Mon - Public meeting is held by the Historic Preservation Commission to make a decision on the application to approve, approved with modifications or deny.

Step 13: Tues - Thurs - The staff prepares a written report to the applicant stating reasons why a decision has been made. If approved, staff prepares a Certificate of Appropriateness.

Step 14: Fri - Applicant receives the Certificate of Appropriateness (COA).

The COA form must be posted on the premises. The Applicant must provide three copies of plan documents for stamped approval.

An approved Certificate of Appropriateness is valid for one year from the date of the Certificate issued. Applicants must bring two copies of plan documents approved by the Historic Preservation Commission to the Codes Administration office to file for a building permit when required.

The Applicant may file an appeal with the City Council if the applicant does not agree with the decision of the Historic Preservation Commission.

Note: Prior to submitting completed applications and appropriate plans for review, we encourage applicants to review them with adjacent neighbors as well as the neighborhood association in which the project is located.

For more information

Contact the Planning and Development Department at (816)969-1600 or visit the historic preservation website at www.cityofls.net/development/historic-preservation.aspx

PERMIT REVIEW PROCESS FOR LOCAL DISTRICTS

*Certificate of No Effect (CNE) &
Certificate of Appropriateness (COA)*

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August, 2009

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Overview of Applications for Certificates of No Effect & Certificates of Appropriateness

The city's Department of Planning and Development staff performs design review, CNE and/or COA, for exterior changes to properties listed in the **Lee's Summit local historic overlay districts** to:

- Insure that investment in a historic area will be protected
- Protect historic buildings from misguided remodeling
- Protect the historic building or property from inappropriate additions
- Protect the relocation of historic buildings
- Protect the historic area from inappropriate new construction
- Protect the historic buildings from demolition
- Insure the proper signage for commercial establishments
- Insure that appropriate parking areas are provided for commercial development in a designated historic district.

A Certificate of No Effect (CNE) is required for:

- Proposed building rehabilitation that is identified as a minor project
- Proposed building rehabilitation that will have a no adverse effect on the historic character of the building or property
- Proposed building rehabilitation that is in accord with specific design guidelines established for the landmark or historic district
- Proposed building signs

A Certificate of Appropriateness (COA) is required for:

- Building rehabilitation
- Building restoration
- Building renovation
- Building additions
- Building reconstruction
- New construction
- Building relocation
- Building demolition
- Building signs

The liaison to the Historic Preservation Commission will review your project to determine if it is eligible for a Certificate of No Effect (CNE) or if the project will require a Certification of Appropriateness (COA). All projects are required to follow the city's Design Guidelines Manual pertaining to the local district(s) in which the project is located. To provide technical assistance for applicants regarding building projects, the Department of Planning and Development maintains walk-in hours from 8 AM to 5 PM Monday through Friday.



Permit Review Process

Certificate of No Effect (CNE):

- Step 1:** Pre-application meeting is scheduled and the applicant brings appropriate documents.
- Step 2:** Staff reviews site plans, façade elevations, and details plus supporting documents and visits the site.
- Step 3:** Staff determines appropriate review process (COA or CNE).

Step 4: Staff informs applicant of appropriate review process and provides plan/document comments to the applicant with appropriate application forms.

Step 5: Applicant revises the plans/documents, if necessary.

Step 6: Mon - Applicant submits completed application by noon deadline.

Step 7: Tues - Staff reviews the application documents for completeness and reviews the site.

Step 8: Wed-Thurs- Staff prepares written report of approval, modification or denial.

Step 9: Fri - Staff issues a Certificate of No Effect (CNE) with or without modifications.

Applicant receives the Certificate of No Effect (CNE). The CNE must be posted on the premises. The Applicant must provide three copies of plan documents for stamped approval.

An approved Certificate of No Effect is valid for one year from the date of the Certificate issued. Applicants must bring two copies of plan documents approved by the Preservation Staff to the Codes Administration office to file for a building permit when required.

If the Certificate of No Effect is not issued, a Certificate of Appropriateness shall be required.

Certificate of Appropriateness (COA):

Step 1: Pre-application meeting is scheduled and the applicant brings appropriate documents.

Step 2: Staff reviews site plans, façade elevations, and details plus supporting documents and visits the site.

Step 3: Staff determines appropriate review process (COA or CNE)

Step 4: Staff informs applicant of appropriate review process and provides plan/document comments to the applicant with appropriate application forms

Step 5: Applicant revises the plans/documents, if necessary