

Historical Commission Application Instructions

Before attempting to complete the online application, review the lists and instructions on the following pages to understand the information you will need to proceed.

Contact the Community Development office directly at **251-952-4011** with questions.

- For help completing your COA or Facade Improvement Incentive Grant application ask for:
 - Nathan Smith, Building Inspector (nsmith@cityoffoley.org)
 - Chuck Lay, Chief Building Inspector (clay@cityoffoley.org)
- For Historical Commission Meeting information ask for:
 - Melissa Ringler, Planning & Zoning Coordinator (mringle@cityoffoley.org)

Check the current year's Meeting Schedule to understand the deadline and meeting dates for your submission. **SUBMIT EARLY!** The deadline is not merely the last day for submission, but is the last day for approval and acceptance onto the agenda. Any missing information or documentation may cause a last minute submission to be rejected for the upcoming agenda.

Certificate of Appropriateness (COA)

Required Information:

- 1) Applicant name, address, phone, email, and whether owner or occupant
- 2) Physical address of property
- 3) Is the property on the National Register? If yes, is it Contributing or Non-Contributing? Circa?
- 4) Is the property in the Local Downtown District?
- 5) You will need to identify the nature of the proposed work/application. Options include: *Change of Use, Fence, Landscaping, Repairs or Alterations, Awning, Color Change, Sign Erection/Placement, Demolition, New Construction, Moving A Building, Other*
- 6) A written description of the proposed work
- 7) If you are painting, a list of the colors you have chosen from an historical color palette. You will be required to attach the color chips.
- 8) A total valuation of the project (materials & labor)

Facade Incentive Grant Program Application

- A. If you are in the Local or National Historic District, you must have already submitted for your COA for the proposed project before applying for a Facade Grant. If you are **ONLY** in the Main Street district, you are not required to have a COA.
- B. If you are requesting a mural, you must have already completed the "Foley Main Street Downtown Mural & Street Art Project Contract and Release".
- C. Required Information:

- 1) Applicant name, address, phone, and email
- 2) Property physical address
- 3) Name of business, type of business, whether existing or new, and if Existing, # of years in business
- 4) Is the property on the National Register? If yes, is it Contributing or Non-Contributing?
- 5) Is the property in the Local Downtown District?
- 6) Is the property in the Main Street District?
- 7) A written statement of the effect you expect the project to have on your business
- 8) A written statement of why you need/want this grant
- 9) Project start date
- 10) Expected project completion date
- 11) A total valuation of the project
- 12) Total grant amount available for this property (Maximum available is the greater of: \$5,000.00 -or- \$5.00 X number of square feet of facade facing a named public right-of-way)
- 13) Total grant amount being requested (the lesser of: 50% of total project valuation -or- the total grant amount available)
- 14) Contractor name and contact details
- 15) Property owner name and contact details
- 16) Photos of existing facade and renderings of proposed facade renovation
- 17) Historic photos (if available)
- 18) Written description listing all requested changes, including materials to be used
- 19) Attach two separate contractor bids to substantiate total valuation provided above
- 20) Signatures of Business Owner, Property Owner, and Applicant
- 21) Attach any other applicable information

D. Approval Process:

- 1) If you are in the Local and/or National Historic District(s), the Historic Commission recommends your application to the City Council. If in Main Street ONLY, the Historic Commission is not involved and it goes straight to Council.
- 2) City Council votes to approve/disapprove the grant

E. Important Dates you will need to track once you have received an award:

- 1) You have **90 days** from the City Council approval date to begin work. (You may begin prior to approval at your own risk - approval is not guaranteed.)
- 2) You must notify CDD when work begins because you have **6 months** from that date to complete the work.
- 3) Request an inspection once work is complete & submit copies of paid invoices for reimbursement.
- 4) You may not apply for another grant for **5 years** from Council approval date.

Instructions for Online Application through Citizenserve

- 1) Go to CityOfFoley.org and click the “Departments” link on the top bar, choose “Community Development”, and click the link for the online portal “Citizenserve”



-OR-

You may enter the following web address directly into your browser:

<https://www5.citizenserve.com/Portal/?installationid=400>

- 2) Click Login on the top right hand side of the page.



- 3) If you already have an account for the City of Foley, enter your username and password here

The image shows a login and registration form. On the left, under 'Already have an account?', there are fields for 'User Name' and 'Password', a 'Remember my username and password' checkbox, and links for 'FORGOT YOUR USERNAME' and 'FORGOT YOUR PASSWORD'. A 'LOGIN' button is at the bottom. On the right, under 'New to our Portal?', there is a message about registering and a 'REGISTER NOW' link. Red arrows point to the 'User Name' field and the 'REGISTER NOW' link.

- 4) If you do not have an account, choose “Register Now” and follow the onscreen instructions to create one. (Everything with a RED BAR | is a **required** field.)
Be sure to use a valid email address when creating your account – all communications regarding your application will come through email. Also, write down your user name and password – accessing the Citizenserve portal is necessary to receive important updates.

- 5) Once logged in, click on “Apply for a Planning & Zoning Application” link under “Planning & Zoning”.



PLANNING & ZONING
 APPLICATIONS

Starting a new construction project? Learn when you need to go through planning and zoning and apply online.

[APPLY FOR A PLANNING AND ZONING APPLICATION](#) →
[GO TO PLANNING AND ZONING](#) →



- 6) Choose Project Type “Historical Commission/Certificate of Appropriateness” to apply for a COA
 -or-
 “Incentive Grant Program” to apply for Facade Grant.

For your convenience, an 8.5”x11” page scanner is available in the lobby during normal business hours if you need assistance attaching required documentation.