3. Complete the application form and attach all pertinent information, such as drawings, site plan, descriptions and specified materials.
   * Plans & exterior elevations drawn to scale that clearly show the design and architectural character of the proposed building, addition or alteration.
   * List of materials describing the size, textures and other characteristics about appearance.
   * Site work – fences, pools, drives, walks

4. Return completed form(s) to the building department.
5. The building department will notify the HPC of your application. If the application is submitted with all the required information prior to the hearing cut off date, the project will be placed on the agenda for the next HPC meeting.
6. Applicants are asked to attend the hearing in order to answer questions about the application. If they are unable to attend, a representative may attend in their place.

7. Following presentation of the application for Certificates of Appropriateness, members of the HPC discuss and vote on each application.

8. Certificates of Appropriateness are only granted after the building department has reviewed & given preliminary approval.

9. Once a Certificates of Appropriateness is approved and signed, applicants may obtain necessary permits for their project.

Painting, interior alterations and routine repairs and maintenance of in kind materials that do not change the appearance do not require a Certificate of Appropriateness. However, if a property is listed in the National Registry the Historic Preservation Commission does require a consultation. A Letter of Compliance will be issued once the project is reviewed .

Checklist
for Required & Supporting Materials

Preliminary Conference /Conceptual Review

- Site Plan (Plat) showing placement
- Photographs & Sketches

COA PROCESS

New Buildings and New Construction

- Architectural elevation (to scale)
- Site Plan (to scale) showing placement
- Specific description of materials, types, patterns & sizes
- Photographs of proposed site

Alteration, Restoration, or Rehabilitation

- Architectural elevation (to scale)
- Description of proposed changes
- Specific description of materials, types, patterns & sizes
- Photographs of existing building
- Documentation of earlier historic appearance (restoration projects only)
- Site Plan (to scale) showing placement

Site Changes - walks, fences, drives, pools, signs, etc

- Site Plan (to scale) showing placement
- Architectural elevation (to scale)
- Specific description of materials, types, patterns & sizes
- Photographs of site

Demolition & Relocation

- Photographs of existing building
- Condition reports
- Documentation of justification
- Site Plan (to scale)
- Foundation plan of replacement

Historic Preservation Commission

Promoting our Future
While
Preserving our Past

HISTORIC PRESERVATION COMMISSION
OLD CITY HALL 1905
CITY OF BAY ST. LOUIS, EST. 1699

300 South Second Street

City Hall -1905 -2005

Bay St. Louis, MS 39520

Application Procedure for proposed work within the Historical District

The Bay St Louis Historic Preservation Ordinance was passed in April 2007 declaring that the protection, enhancement and perpetuation of properties of cultural, architectural, archaeological or historic merit is a public necessity and is required in the interest of the health, prosperity and welfare of the people". In November of 2007 the Historic Beach Front District was adopted by its citizens by a 4:1 ratio.

The BSL Historic Preservation Ordinance

A. Creates a Commission to guide the protection of the historic resources of the community.
B. Provides for the establishment of historic preservation districts and other historical, cultural and architectural landmarks and sites. The ordinance currently applies to the Beach Front District which includes 1350+/- parcels. More districts may be added at a later date.
C. The Ordinance requires that a Certificate of Appropriateness be issued for exterior alterations to all properties within the District. Exterior alterations include, but are not limited to demolition, new construction, alterations and or additions to existing properties, fences, drives, accessory structures, swimming pools.
D. Provides direction for new construction and additions so they may be compatible to their historic surroundings

The Historic Preservation Commission (HPC) is similar to the planning & zoning commission in that they serve as a recommending body to the City Council. It is comprised of a board of volunteer citizens appointed by the City to guide the protection of historic resources and to offer guidance for new construction in the post Katrina reconstruction efforts so that it is compatible to the character of Historic Bay St. Louis

The Bay St. Louis Historic Preservation Commission members meet on the 2nd Monday of each month to review conceptual plans and applications for certificates of appropriateness (COA).

The review process is guided by the Bay St. Louis Historic Preservation Ordinance, the BSL Design Guidelines Manual, and is based on the U.S. Department of Interior Standards for Rehabilitation for Historic Preservation Projects.

Guidelines include but are not limited to:

New Construction should be visually compatible with the buildings and environment to which it is related, maintaining the rhythm created by building masses, relationships between windows, doors, materials, textures, the patterns, the trims, and the design of the roof, and other factors. The Commission does not require "a specific" design or style, but whatever design or style is chosen needs to be sympathetic to its surroundings.

Exterior alterations and or additions should be compatible with the building itself; its original design, style and materials must be considered.

Applicants are encouraged to obtain the COA application from the building department and review the Ordinance and design guidelines prior to planning their project.

Preliminary Conference /Conceptual Review is primarily used for new construction, additions and alterations to existing structures for the purpose of suggesting and/or making changes to projects so they are consistent with the standards set forth in the review process.

The preliminary conference is designed as a conceptual review of projects and is strongly encouraged before property owners invest in architectural drawings.

The HPC will not design a project but will offer guidance to property owners as they advance through the process. Property owners are welcomed to request a conceptual review process for projects other than new construction or additions.

Items needed for conceptual review include, but are not limited to, site plan (plat) indicating where the proposed project is to be built and photos and/or sketches of the proposed improvements. No architectural drawings are required.

To apply for a Certificate of Appropriateness

1. Obtain an application from the building department.
2. Review the Historic Preservation Ordinance and BSL Design Guidelines.
3. These documents are found either on line at www.baystlouis-ms.gov or at the BSL Public Library, City Council Chambers and City Hall.