



## Historic District Commission Application for Certificate of Appropriateness

Governed by Ordinance No. 4653 Adopted 2-11-15

For the purpose of the Historic Preservation District applications and permits, the following shall apply:

- Mechanickham Historic District** – area bounded by the east side of Gulf Drive, the north side of Sixth Street to the west side of Dolhonde, on the West; the north side of Twelfth Street on the South; the east side of Amelia Street on the East; and the Mississippi River on the North. *The Gretna National Register Historic District is included within the Mechanickham – Gretna Historic District.*
- McDonoghville Historic District** – area bounded by the east side of Ocean Avenue from the river to the Fourth Street right-of-way to the west side of Hancock Street to the Orleans Parish line and the Mississippi River.

Historic District permits are required for the following activities:

- Demolition of a historical building
- Moving of a historic building
- Material change by additions, reconstruction or alterations in the exterior appearance of existing buildings classified as historic
- New construction of a building or accessory building or structure, if subject to view from a public street
- Change in existing walls and fences or construction of new walls and fences if along a public street
- Change in the exterior appearance of existing non-historic buildings by additions, reconstruction, alteration or maintenance of exterior, if subject to view from a public street.

**Alteration** – any change because of new construction, repair or maintenance, which changes the architectural integrity of an historic district, building or landmark

**Construction** – the erection of any on site improvements on any parcel of ground

**Demolition** – the complete, partial or constructive removal of a building from any site

**Historic building** – a building at least fifty years-old with significant architectural value and integrity

**Ordinary repairs and standard maintenance** – work done on a building to prevent deterioration, decay or damage of a building or any part thereof in order to restore same as nearly as practical to its condition prior to such deterioration, decay or damage.

**Important criteria for new construction:** All new construction shall be visually compatible with the buildings and the environment with which it is related. The general design, scale, gross volume, arrangement, site, plan, texture, material and exterior architectural features of new constructions shall be in harmony with its surroundings and shall not impair the historic character of the neighborhood.

**Substantive change** – changes, which alter the historical or architectural character such as windows, columns, porches, doors and exterior ornamental decorative.

**Substantive changes require review by the Historic District Commission**

The Historic District Commission shall hold a public hearing on each application for a Historic District Permit *except in those instances where the Building Official has determined that the application for a Historic District Certificate of Appropriateness does not represent a substantive change.*

Application for a historic district certificate of appropriateness shall be made in the office of the building official, and shall be accompanied by a \$50.00 administration fee. Such **application must be filed no later than (5) five business days prior to any meeting of the HDC.**

The Historic District Commission (HDC) shall review all applications requiring certificate of appropriateness representing substantive changes and determine if such changes are appropriate to the Historic District. The HDC shall adhere to and seek compatibility of structures in the district in terms of size, texture, scale, and site plan.

In addition to the information on the cover sheet, please provide the following:

Re: Address: \_\_\_\_\_

Renovation: \_\_\_\_\_

New Construction: \_\_\_\_\_

Demolition: \_\_\_\_\_

Age of Structure: \_\_\_\_\_

**Building Type:**

Creole Cottage \_\_\_\_\_

Shotgun \_\_\_\_\_

Bungalow \_\_\_\_\_

Other \_\_\_\_\_

**Building Style:**

Greek Revival \_\_\_\_\_

Italianate \_\_\_\_\_

New Orleans Bracketed \_\_\_\_\_

Eastlake \_\_\_\_\_

Colonial Revival \_\_\_\_\_

Other \_\_\_\_\_

**Exterior materials proposed:**

Roof \_\_\_\_\_ Soffit \_\_\_\_\_

Fascia \_\_\_\_\_ Siding \_\_\_\_\_

Masonry \_\_\_\_\_ Porches \_\_\_\_\_

Balconies \_\_\_\_\_ Handrails \_\_\_\_\_

Type of exterior lighting fixtures: \_\_\_\_\_

Style of windows: \_\_\_\_\_

Type of exterior doors: \_\_\_\_\_

Describe any ornamental woodwork: \_\_\_\_\_

**Elevations:**

Front Space: \_\_\_\_\_ ft. Side Space: \_\_\_\_\_ ft.

Rear Space: \_\_\_\_\_ ft.

Each application must be accompanied by adequate sketches, drawings, photographs, descriptions or other information showing the proposed exterior alteration, additions, changes or new construction as would be necessary for the Historic District Advisory Committee and City Council to make an informed decision.

**Important:** This information is for the purpose of Historic District Commission review only. Matters relating to zoning requirements and/or other City of Gretna permits such as building, plumbing, electrical, mechanical and public works must be applied for separately.

Applicant's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's  
Name: \_\_\_\_\_

Applicant's  
Address: \_\_\_\_\_

Phone No: ( ) \_\_\_\_\_ Cell No: ( ) \_\_\_\_\_

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**For Office Use Only:**

Application date: \_\_\_\_\_

Substantive Change: Yes  No  Inventory Number: \_\_\_\_\_

Contributing Element to Gretna National Register Historic District: Yes  No

Historic District Commission meeting date: \_\_\_\_\_

Public Hearing to be held at the Council Regular meeting at Gretna City Hall, 740 2<sup>nd</sup> Street, 2nd floor Council Chamber. (Council regular meetings held on the 2<sup>nd</sup> Wednesday of every month.)

Architectural Description/Comments (as per Gretna National Register Historic District nomination form): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Gretna

740 2nd Street, Gretna, LA 70053-5829  
P. O. Box 404 Gretna, LA 70054-0404

### **Mayor**

Belinda Cambre Constant

### **Council Members**

Wayne A. Rau

*Councilman-at-Large*

Milton L. Crosby

*District One*

Michael Hinyub

*District Two*

Mark K. Miller

*District Three*

Jackie J. Berthelot

*District Four*

### **Departments**

#### ***Building and Regulatory***

*Danika Gorrondona*

#### ***Planning and Zoning***

*Azalea M. Roussell*

#### ***City Clerk***

*Norma J. Cruz*

#### ***Finance & Tax Departments***

*Raylyn C. Stevens*

#### ***Human Resources***

*Gwen Turner*

#### ***Public Utilities***

*Michael J. Baudoin*

#### ***Public Works***

*Daniel Lasyone*

#### ***Parks and Recreation***

*Amie H. Hebert*

#### ***Information Technology***

*Michael Wesley*

I, \_\_\_\_\_ the undersigned, have been informed of the Historic District Commission (HDC) meeting where my application for historic district appropriateness will be reviewed on \_\_\_\_\_ 4:00 p.m., 740 2<sup>nd</sup> Street, Gretna City Hall, 2nd floor Council Chambers.

I further understand that the Historic District application and/or Certificate of Appropriateness are NOT permission to commence any work. A representative for the applied property is expected to attend the meeting. If unable to attend, review may be deferred until the following month HDC meeting.

I further understand and acknowledge that the "Certificate of Appropriateness", issued by the Historic District Commission, does not guarantee approval of the Zoning and/or Building Departments because, while a project may be historically appropriate, it may not meet current Building and Zoning Code requirements.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**NAME OF APPLICANT (PLEASE PRINT)**

\_\_\_\_\_  
**Applicant's address**

\_\_\_\_\_  
**Actual address of the property for review**

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