

# Lake Vista guide for filing an application for a Certificate of Appropriateness

## New Construction and Additions

1. Apply for approval from the Orleans Levee Board
2. Submit a Work Application and attach the following information:
  - A copy of the Orleans Levee Board application
  - One set of detailed architectural drawings
    - Site plan
    - Elevation drawings
3. Receive Commission approval at the next scheduled monthly Commission meeting. Upon receipt of a copy of the Orleans Levee Board approval and three sets of approved drawings, the HDLC staff will issue a Certificate of Appropriateness for the proposed work.
4. Bring Certificate of Appropriateness, Levee Board approval, and drawings to the Dept. of Safety and Permits.

## Paving, Fences, Walls, Decks, and Pools

1. Obtain written approval from the Orleans Levee Board
2. Submit a Work Application and attach the following information:
  - A copy of the Orleans Levee Board approval
  - Site plan
  - Information detailing proposed work
3. Receive staff approved Certificate of Appropriateness (usually within 3-5 days)
4. Bring the Certificate of Appropriateness, Levee Board approval, and drawings to the Dept. of Safety and Permits. **(Decks and pools only)**

## Repairs or modifications to existing structures (excluding additions) that require a Building Permit

1. Fill out a work application and bring it to the HDLC. The HDLC will stamp this application certifying that the proposed work is not under the jurisdiction of the HDLC.
2. Bring stamped application to the Department of Safety and Permits.

# Lake Vista Work Application

## New Orleans Historic District Landmarks Commission

830 Julia Street, New Orleans, LA 70113, Phone: (504) 565-7440 Fax #: 565-6269

(Please print or type)

Address of Property: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_  
(Street) (Zip) (Phone #)

Applicant (If different from owner): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
(Street) (Zip) (Phone #)

Applicant Is: \_\_\_\_\_ Owner \_\_\_\_\_ Lessee \_\_\_\_\_ Architect \_\_\_\_\_ Contractor \_\_\_\_\_ Other

Architect (If any) \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

Contractor (If any) \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**Does the proposed work involve ANY of the following: (Check all that apply)**

- |   |                                    |   |
|---|------------------------------------|---|
| <input type="checkbox"/> New Construction                                   | <input type="checkbox"/> Additions | <input type="checkbox"/> Fencing or Wall construction |
| <input type="checkbox"/> Pool Construction                                  | <input type="checkbox"/> Paving    | <input type="checkbox"/> Deck or porch construction   |
| <input type="checkbox"/> Construction of a shed or other accessory building |                                    |   |

**If any of the above work is proposed please attach the following:**

- |  |                                    |   |
|--|------------------------------------|---|
| <input type="checkbox"/> Orleans Levee Board Approval (copy) | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Detailed drawings of proposed work |
|--|------------------------------------|---|

**Please list all additional work proposed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For HDLC use only

The proposed work does not fall  
under the jurisdiction of the HDLC

\_\_\_\_\_  
**Signature of Owner or Representative**

\_\_\_\_\_  
**Date**