



EVANSVILLE HISTORIC PRESERVATION COMMISSION

Instruction Sheet for Staff Level Application for Certificate of Appropriateness (COA)

■ STEP 1

Pick up an application from the Department of Metropolitan Development, Room 306, Civic Center Complex or download the COA application from the city's website.

■ STEP 2

Schedule a consultation with the Historic Preservation Officer. The applicant must receive confirmation that Staff has the authority to consider approval for the project **before proceeding** to any other step. The authority to grant Staff Approval for a project is specifically delegated by the Preservation Commission and detailed in the "District Guidelines and Procedures." The Historic Preservation Officer (HPO) can be contacted at (812) 436-7823.

■ STEP 3

After conferring with the HPO, submit a completed application to the Department of Metropolitan Development with all necessary exhibits and attachments. Applications may be submitted at any time.

Applications must include the following documentation, **use this as your checklist**:

1. A complete and signed application form with narrative description of the project (attach additional pages if needed).
☐ check off that this item has been provided
2. Photographic documentation of the site and/or building, existing conditions, and areas of proposed changes.
☐ check off that this item has been provided
3. Site plan, scaled architectural plan and/or elevation that includes detailed dimensions, location, and position.
☐ check off that this item has been provided
4. Product specifications and/or material data sheets. Based upon the type of proposed work, include sample of materials, paint chips, manufacturer information, or any other documentation that helps illustrate the proposed materials, products, or methodology being used.
☐ check off that this item has been provided
5. Any additional information as requested by staff.
☐ check off that this item has been provided
6. Proof of notification sent to neighboring property owners. Notification can be sent either by *regular mail with certificate of mailing* or by *certified mail*. Provide copy of all letters sent as well as evidence of sending method. Applicant may not proceed with their project until five business days after notices are sent out.
☐ check off that this item has been provided
7. Application fee of **\$10.00**. Please make checks payable to: Department of Metropolitan Development
☐ check off that this item has been provided

NOTE: Applications that do not include supporting documentation as listed above will be considered incomplete and will not be accepted until supporting documentation is provided.

■ STEP 4

You, or your representative, must be available to answer questions that staff may have regarding your proposed work.

■ STEP 5

- If your application is **APPROVED** by Staff, Certificate of Appropriateness will be effective immediately upon issuance provided that the required five business day notification requirement is met. When these requirements are met, you may proceed to Area Plan and the Building Commission if permits are required.
- If your application is **NOT APPROVED** by staff, correspondence will be sent out detailing the reason for denial. Applicant may appeal the decision before the Historic Preservation Commission in compliance with all applicable rules and legal authorities. The matter will be placed on the agenda of the next regularly scheduled Commission meeting.

Staff Approval_____



EVANSVILLE HISTORIC PRESERVATION COMMISSION

Application for Certificate of Appropriateness – Staff Level

The undersigned hereby applies for Staff Approval to perform exterior changes to the property located in the _____ Preservation Area or Historic District. The nature of such proposed changes includes those items as described in the attached exhibits and supplemental drawings, etc. Authority to approve the proposed changes is delegated to Commission Staff on page(s) ____ of the “District Guidelines and Procedures.”

The nature of the work for which Staff Approval is sought is categorized as follows. Please check those that apply:

- ☐ a.
- A conspicuous change in the exterior appearance of an historic building by addition, reconstruction, alteration, or maintenance involving exterior color change;
- ☐ b.
- A change in walls and fences or the construction of walls and fences along public ways; or
- ☐ c.
- A conspicuous change in the exterior appearance of non-historic buildings subject to view from a public way by additions, reconstruction, alteration, or maintenance involving exterior color change.

ADDRESS OF THE PROPERTY: _____

APPLICANT INFORMATION

Name of Applicant: _____

Applicant Address: _____

Applicant Telephone: _____ Applicant Email: _____

PROPERTY OWNER INFORMATION (if different than Applicant)

Property Owner: _____

Property Owner Address: _____

Owner Telephone: _____ Owner Email: _____

Narrative Description of changes for which authorization is requested:(Please use additional pages if needed and attach to application)

Dated this_____day of_____, 20____

Signature of Applicant: _____

Applicant please note that exhibits or supporting documentation include, but are not be limited to:

A.) Detailed narrative description of the proposed work, treatment methodologies, and materials (use additional pages if needed); B.) Photography of the site and/or building(s) documenting existing conditions and areas of proposed changes; C.) Site plan, scaled architectural plan and/or elevation including detailed dimensions, detailed location and position— where applicable; D.) Product specifications and/or material cut sheets including paint chips and samples of materials; E.) Proof of Notification by regular mailing with certificate of mailing or by certified mail. Provide return receipts; and F.) Application fee of \$10.00.

LEAVE BLANK FOR OFFICE USE

Date of Staff Action _____ Approved _____ Approved with Conditions _____ Denied

Reasoning for Denial: _____

Date of Referral to HPC _____ Reasoning for referral: _____

Date of Certificate of Appropriateness _____

SAMPLE NOTIFICATION LETTER
FOR
SURROUNDING PROPERTY OWNERS –
STAFF APPROVAL PROCESS

**THIS LETTER IS NOT TO BE MAILED UNTIL AFTER CONSULTATION
WITH THE HPO**

(Date)

Your Name
Your Street Address
City, State, Zip

Property Owner's Name
Street Address
City, State, Zip

Dear Property Owner's Name:

I am the owner of the property located at (*insert address of property*). I have filed an application seeking staff approval for a Certificate of Appropriateness concerning (*insert brief description of work to be done*) at the above referenced property.

The application is on file and can be reviewed in the Civic Center Complex, Suite 306, Department of Metropolitan Development. Historic Preservation staff can be reached at (812) 436.7823.

Once you are able to review the file and if you have any objections concerning the proposed work, you may register your concern with the Historic Preservation staff within five (5) business days from the postmark of this letter. If you still have concerns after discussing the project with the Preservation staff, you may request that this matter be heard at the next regularly scheduled meeting of the Historic Preservation Commission.

If I can answer any of your questions, please do not hesitate to contact me.

Sincerely,

(Signature of property owner)