



LLOYD WINNECKE  
MAYOR

# HISTORIC PRESERVATION COMMISSION DEPARTMENT OF METROPOLITAN DEVELOPMENT

One N.W. Martin Luther King, Jr. Blvd.  
306 Civic Center Complex • Evansville, IN 47708  
(812) 436.7823 • TDD: (812) 436.4928 • Fax: (812) 436.7809

KELLEY COURES  
EXECUTIVE DIRECTOR

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## **For the Meeting Year 2021**

The Historic Preservation Commission is an independent agency authorized to hear physical changes or construction proposed for listed properties overseen by the Commission. The Commission is a quasi-judicial body and follows specified procedures and code. The Commission fairly evaluates facts in each case and renders a decision at its monthly meetings.

Attached to this letter, you will find an Annual Schedule of Meeting Dates and an Application Packet. Please review the application packet and become familiarized with all submission requirements.

Prior to the submission of an Application, it is highly recommended that a pre-flight meeting be scheduled. Such a meeting will allow a precursory review of the intended application and to ensure that all petition-related matters are properly addressed and prepared for the Historic Preservation Commission.

If you have any further questions or needs, please do not hesitate to contact our office.



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CHRISTOPHER MEYERS  
HPRES OFFICER

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## HISTORIC PRESERVATION COMMISSION

Civic Center Complex, Room 307

5:30 p.m.

### 2021 SCHEDULED MEETING DATES

REGULAR MEETINGS OF THE COMMISSION SHALL TAKE PLACE ON THE FIRST MONDAY OF EACH MONTH (UNLESS THIS DATE FALLS ON A HOLIDAY) IN ROOM 307, CIVIC CENTER COMPLEX, AT THE SCHEDULED TIME, EXCEPT WHEN THERE IS NO BUSINESS PENDING.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS SHALL BE FILED WITH THE DEPARTMENT OF METROPOLITAN DEVELOPMENT AT LEAST **10 DAYS** PRIOR TO THE SCHEDULED MEETING DATE. **APPLICATIONS ARE DUE ON THE FILING DATE LISTED BELOW ON OR BEFORE 1 P.M. ALONG WITH 5 COPIES OF REQUIRED SUPPORTING DOCUMENTATION.**

#### MEETING DATE

JANUARY 4, 2021  
FEBRUARY 1, 2021  
MARCH 1, 2021  
APRIL 5, 2021  
MAY 3, 2021  
JUNE 7, 2021  
~~JULY 12, 2021~~  
AUGUST 2, 2021  
SEPTEMBER 13, 2021  
OCTOBER 4, 2021  
NOVEMBER 1, 2021  
DECEMBER 6, 2021

#### FILING DATE

DECEMBER 23, 2020  
JANUARY 22, 2021  
FEBRUARY 19, 2021  
MARCH 26, 2021  
APRIL 23, 2021  
MAY 28, 2021  
~~JULY 2, 2021~~  
JULY 23, 2021  
SEPTEMBER 3, 2021  
SEPTEMBER 24, 2021  
OCTOBER 22, 2021  
NOVEMBER 24, 2021



## EVANSVILLE HISTORIC PRESERVATION COMMISSION

Instruction Sheet for Commission 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 Commission Administrator / HPO to discuss the intended application and scope of work. The applicant must receive confirmation that the Commission has the authority to consider approval for the project **before proceeding** to any other step. The authority for projects is specifically delegated by the municipal code 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. Review attached Meeting Schedule for submission deadlines. Applications are due no later than 1 p.m. ten (10) calendar days before the Commission meeting.

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(s) 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. Proof of notification must be sent to surrounding property owners. Mailings are to be sent to all property owners located adjacent to your property including in front, behind, to the sides, and across any street or alley. Notification must be sent by *certified mail*. As part of your application, provide copy of all letters sent as well as certified mail receipts. Mail receipts must be fully completed and stamped by the U.S. Post Office.  
☐ check off that this item has been provided
6. Application fee of \$25.00. Please make checks payable to: Department of Metropolitan Development.  
☐ check off that this item has been provided
7. Provide original application and five (5) copies of the application containing all items and supporting documentation.  
☐ 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 attend the Commission meeting. Be prepared to come before the Commission to present your application and to answer any questions. Commission meetings are held the first Monday of each month at 5:30 p.m. Please confirm attendance with the Commission Administrator / HPO. Applicants who do not show up will receive a one-month deferral.

### ■ STEP 5

- If your application is **APPROVED** by the Commission, Certificate of Appropriateness will be effective immediately upon issuance and you may proceed to Area Plan and the Building Commission if permits are required.
- If your application is **NOT APPROVED** by the Commission, correspondence will be sent out detailing the reason for denial. Applicant may appeal the decision via judicial review.

EVANSVILLE HISTORIC PRESERVATION COMMISSION

Application for Certificate of Appropriateness – Commission 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.

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

- ☐ a. The demolition of any building, structure, or site;
- ☐ b. The moving of any building or structure;
- ☐ c. The construction of an addition to a building or structure;
- ☐ d. Any new construction of a principal building or accessory building or structure subject to view from a public way;
- ☐ e. A conspicuous change in the exterior appearance of an historic building by addition, reconstruction, alteration, or maintenance involving exterior color change;
- ☐ f. A change in walls and fences or the construction of walls and fences along public ways; or
- ☐ g. 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 architetcural 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; and E.) Proof of Notification sent by certified mailing to all surrounding property owners. Provide certified receipts; and F.) Application fee of \$25.00.

LEAVE BLANK FOR OFFICE USE

Date of Commission Action \_\_\_\_\_ Approved \_\_\_\_\_ Approved with Conditions \_\_\_\_\_ Denied

Reasoning for Denial: \_\_\_\_\_

Date of Issuance or Denial of Certificate of Appropriateness \_\_\_\_\_

SAMPLE NOTIFICATION LETTER  
FOR  
SURROUNDING PROPERTY OWNERS –  
COMMISSION APPROVAL PROCESS

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

(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 with the Evansville Historic Preservation Commission seeking 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 Commission Administrator prior to the regularly scheduled meeting

The Evansville Historic Preservation Commission will hear this application at the regularly scheduled meeting on (*insert day of week*), (*insert month and date*), at 5:30 p.m. in room 307 at the Civic Center Complex.

Sincerely,

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(Signature of property owner)