

Evansville Preservation Commission

Instruction Sheet for Staff Approved Certificate of Appropriateness Application

■ **STEP 1**

Pick up an application from the Department of Metropolitan Development, Room 306 of the Civic Center Complex.

■ **STEP 2**

Schedule a consultation with the Historic Preservation Officer. **The applicant must receive confirmation that the Historic Preservation Staff has the authority to grant approval for the project before proceeding to any other step.** The authority to grant Staff Approval of a project is specifically delegated by the Preservation Commission and is stated in writing in the Commission's "Guidelines and Procedures" booklet. The Historic Preservation Officer can be contacted at the Department of Metropolitan Development, Room 306 of the Civic Center Complex – (812) 436-7823.

■ **STEP 3**

Return the completed application to the Department of Metropolitan Development, Historic Preservation Officer, with necessary exhibits. Applications may be submitted at any time.

All Applications must include the following documentation: (Use this as your checklist)

1. **Completed application form with narrative description of the project (use additional pages if needed).**
2. **Photograph of site and/or building, existing conditions, and areas of proposed changes.**
3. **When appropriate, a site plan, scaled architectural plan and/or elevation including detailed dimensions, detailed location and position.**
4. **Product descriptions including paint chips and samples of materials.**
5. **Any additional information as requested by staff.**
6. **Required - proof of notification of neighboring property owners by regular or certified mail. Applicant may not proceed with their project until five days after notices to neighbors are sent out.**
7. **Application fee of \$10.00. Please make checks payable to:
*Department of Metropolitan Development***

NOTE: Please provide one original and 2 copies of Items 1-5. Applications, which do not include the above items, will not be considered complete.

■ **STEP 4**

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

■ **STEP 5**

- If your application is **approved** by staff, your Certificate of Appropriateness will be effective immediately upon issuance of the Staff Approval Certificate provided the five-day neighbor 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**, staff must state its reason for denial in writing and will advise the applicant. Staff or applicant may appeal to the Evansville Preservation Commission in compliance with all applicable rules and legal authorities. The matter will be placed on the agenda of the next available Commission meeting.

____ Staff Approval ____

Evansville Preservation Commission APPLICATION FOR STAFF APPROVAL

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

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 historic buildings by additions, 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.

Name(s) of Applicant: _____

Address of the Property: _____

Mailing Address of Applicant: _____

Telephone: _____

FAX: _____ E-mail _____

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 are to include, but not be limited to:

- (A) Narrative description of the project (use additional pages if needed); (B) Photograph of site and/or building(s), 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 descriptions including paint chips and samples of materials; (E) Required—proof of notification by certified mail and return receipts requested.**

LEAVE BLANK FOR OFFICE USE

Date of Staff Action _____ Approved as submitted _____ Approved with conditions _____ (conditions to be attached)

_____ Referred to the Preservation Commission for board action – reasons for referral:

_____ Denied-Reasons for Denial:

Date of Staff Approval or Denial Issued:

**SAMPLE ADJACENT PROPERTY NOTIFICATION
LETTER FOR STAFF APPROVAL PROCESS**

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

Your Name
Your Street address
City, State, Zip

(Date)

Neighbor's Name
Neighbor's Street Address
City, State, Zip

Dear (Neighbor's Name) :

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

If you have any objections or questions concerning the proposed work to be performed at my property, you may register your concern with the Evansville Historic Preservation staff within five (5) business days from the postmark of this letter. Their phone number is 436-7823. If you still have concerns after discussing the project with the Preservation staff, you may request that this matter be heard at a regular meeting of the Evansville Preservation Commission.

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

Sincerely,

(Signature of property owner)