Process to Obtain a Certificate of Appropriateness (COA)

If exterior changes need to be made on a Local Historic Landmark or on property in a Local Historic District, a Certificate of Appropriateness will need to be obtained from the Historic Preservation Commission.

Certificate of Appropriateness Application is submitted to the Division of Planning Services (building plans may be required for larger projects) (Deadline – three weeks prior to Historic Preservation Meeting).

The Planning & Zoning Commission decides to uphold or overturn the decision of the Historic Preservation Commission.

Application and plans are reviewed by the Planning & Zoning Commission.

If the Historic Preservation Commission denies the request, an appeal can be made to the Planning & Zoning Commission.

If the application for a Certificate of Appropriateness is approved, a copy is provided to Inspection Services, if applicable.

Staff Reviews application for completeness and adds to the Historic Preservation Commission agenda for review at their monthly meeting held the third Wednesday of each month.

Application and plans are reviewed by the Historic Preservation Commission.

The Historic Preservation Commission decides to approve or deny the request as presented, or approve with modifications.

IF APPROVED, CERTIFICATE OF APPROPRIATENESS IS ISSUED BY PLANNING SERVICES

Copy of Certificate of Appropriateness is provided to Inspection Services, if applicable.