

Madison Historic District Board of Review - Application for Certificate of Appropriateness

Review Date of your Application with the Board is: _____

This date will be filled out by office personnel. It is determined by the date you return this application with the required support materials. Deadline is **first Tuesday of the month** before the hearing. The Board meets the fourth Monday, except on holidays.

To view the calendar deadlines go to: <http://www.madison-in.gov/DocumentCenter/View/42>

Return application and support materials to: City of Madison, Office of Historic Planning, 101 W. Main St., Madison IN 47250 - Telephone 812-274-2750 - Go to: <http://www.madison-in.gov> and click on Office of Historic Planning for Board Review dates.

Check with the Office of Historic Planning to determine the support information required with this application. Incomplete information will cause a delay (up to a month) in reviewing your project. Typically support materials include photos of the exterior of the structure, drawings of proposed changes, samples of materials to be used and in some cases, financial information.

Legal Notices: Once your information has been accepted, you will be issued one or more signs to post in a window or door on each side of your building so it is visible from a public street or alley. The signs are required to be posted **15 days** before the hearing. The City is required by law to prepare a legal advertisement describing the applications to be reviewed by the Board.

Fees: To defray costs of state mandated legal advertising, a fee of \$10 per application is required, along with \$2 for each notification sign. Make checks payable to: Madison City Planning Commission.

Property Location and Owner Information:

Applicant's Name _____

Owner's Name: (if different from Applicant's) _____

Applicant's Address _____

Owner's Address: _____

Applicant's Phone # _____

Owner's Phone #: _____

Applicant's Email: _____

Best time to contact you: _____

Address of Property Being Reviewed (if different than Applicant's): _____

Current Use of Property (such as single family residence, commercial business, etc.) _____

Proposed Use of Property (if different from current use): _____

Special Note: All Zoning Changes required for the proposed use of the property must be completed **BEFORE** the Board can review the application.

PROJECT INFORMATION:

If you have a contractor, please list name and phone number: _____

Estimated cost of exterior work to be done: _____

Please describe the work to be done to each side or façade of your structure. Example: South façade, replace 2 upper windows (include additional pages if needed)

Material Information:

Steps:

1. Read through the list of building elements below and put a checkmark next to those that you will be changing on the exterior of your structure. As you check the box, note the **Guideline Page #** for each building element involved in your project. The guidelines describe what is required for that building element.
2. In the **Existing Material** column, list the current material for each building element you checked. Example: wood door, rock foundation, vinyl windows.
3. Next, describe the materials you propose to use for each building element that you checked.

If your project follows the Guidelines, you will be issued a **Certificate of Appropriateness**.

Go to this link: <http://www.madison-in.gov/index.aspx?NID=169> to find a copy of the Guidelines.

Building Element	Check all that apply	Residential Guideline Page #	Commercial Guideline Page #	Existing Material	Proposed Material
Architectural Features		33, 34	31 - 33		
Awnings		35	34, 35		
Brickwork/Masonry Cast Iron & Metal		36, 37	36 - 39		
Doors & Entrances		39 - 42	40 - 42		
Fire Escapes & Staircases		43	43		
Foundations		44	---		
Garages & Outbuildings		45	---		
Gutters & Downspouts		46	44		
Lighting		47	45		
Paint		48	46		
Porches		49, 50	--		
Porch Columns & Railings		51, 52	---		
Roofs		53, 54	47		
Shutters		55	---		
Siding		56 - 58	---		
Signs		59	48 - 51		
Storefronts		---	52 - 55		
Windows		60 - 63	56 - 59		

New Construction

Decks		64	60		
Ramps & Lifts		65 - 67	61		
Rear & Lateral Additions		68	62		
Roof Additions		---	63		
Infill Buildings		69 - 71	64 - 66		

Other

Demolition		80, 81	71, 72		
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