



Madison Approval Guidelines

CITY OF MADISON, INDIANA

A COA is required for the following:

- Demolition of any building or structure.
- Moving any building or structure.
- Conspicuous change in the exterior appearance of existing buildings by additions, reconstruction, or alteration other than changes in color.
- Any new construction of a principal building or accessory building or structure subject to view from a public street.
- Change in the type of material or in the design of an existing sidewalk as well as changes in existing walls and fences or construction of new walls and fences, if along public street right-of-ways.
- Addition or alterations to signs.

Certificate of Appropriateness

Buildings and structures within the Madison Historic District must receive a Certificate of Appropriateness (COA) prior to the initiation of planned work. A COA is a form issued to ensure that the exterior work planned for a building's rehabilitation or new construction meets the criteria of the design guidelines. A Building Permit is a separate form and type of review which ensures the structural soundness and safety of the building. The COA needs to be obtained in addition to the regular Building Permit. A representative example of a COA is located after the appendices.

Approval of a COA

COA applicants and their representatives must be present at the HDBR meeting to answer any questions the HDBR may have. It is also recommended that samples of any substitute materials to be used be made available for inspection by the HDBR.

Following questions and discussion by the HDBR and questions and comments by the public in attendance, the HDBR will vote on each Application. Based on the outcome of the vote, under the parameters of the Historic District Ordinance, each COA Application may be approved as submitted, approved with revision, denied, or extended until the next HDBR meeting such as for receipt of additional information.

Upon approving and Application, the HDBR issues the Certificate of Appropriateness which includes a list of approved work. Then, and only then, can the applicant begin to undertake the work that has been approved.

The COA will expire of its own limitation in twelve (12) months if the work authorized has not commenced within that time.

General Policies and Conditions

- Staff approval for the items included herein is authorized by the Historic District Board of Review (HDBR) provided that the HDBR staff includes a full-time, qualified City Planner – Preservation Coordinator or City-contracted consultants who meet the Professional Qualifications referenced in 36 CFR Part 61 in the fields of History, Archeology, Architectural History, Architecture, Historic Architecture, Engineering, Historic Landscape Architecture, and Historic Preservation (Qualified Professional). If the position of a full-time, qualified City Planner – Preservation Coordinator or a city-contracted consultant is unfilled, the HDBR may appoint staff to carry out these duties until such time the position is filled. It is recommended if that appointed staff is not a Qualified Professional, they should seek recommendations on Fast-Track applications from a Qualified Professional who is familiar with the Design Guidelines.
- HDBR staff will provide a monthly update of staff approvals to the HDBR and will provide a monthly update of staff approvals to the Office of Historic Preservation’s website.
- The applicant has the right to appeal denial of administrative approval by staff and file an application to be heard before the HDBR, except in the case of zoning non-compliance.

Procedures

- The applicant will file for staff approval using an application for Fast-Track Certificate of Appropriateness.
- HDBR staff will provide a monthly update of Administrative Approvals to the HDBR and provide a monthly update of Administrative Approvals to the Office of Historic Preservation’s website.
- Staff has the option to refer a request for administrative approval to the HDBR if uncertainty exists as to whether or not the application meets the criteria for issuing a Fast-Track Certificate of Appropriateness.

Historic district residents and property owners may obtain staff approval from the Historic District Board of Review staff for selected building projects. The City Planner - Preservation Coordinator as qualified under the Secretary of the Interior’s Standards and Guidelines - Professional Qualifications Standards (Professional Qualifications - 36 CFR Part 61) will review the application for a Fast-Track Certificate of Appropriateness and issue a Fast-Track Certificate of Appropriateness prior to approving a building permit. Historic District Board of Review staff will base approval on the Madison Historic District Board of Review’s *Madison Historic District Design Review Guidelines* (most recent edition), *The Secretary of the Interior’s Standards for the Rehabilitation of Historic Properties*, and all City Ordinances as they apply to an application.

Type of Work Project

This refers to any type of work which could occur on the exterior of a building located within the Madison Historic District. Should any type of work not be included within the *Madison Approval Guidelines* please contact the Office of City Planner – Preservation Coordinator at 812-174-2750 or Plan Commission Office at 812265-8324.

How to Read Approval Guidelines

- Any X located within a prospective column represents the type of review/approval required for that type of work.
- Any blank box located within a prospective column represents the type of review/approval which does not qualify for that type of work.

Staff Review/Approval

- Staff may review projects which do not qualify for their approval as advisory review only.
- Should Staff Review deny a Certificate of Appropriateness for any application, the applicant may appeal the decision to the Historic District Board of Review at their next regularly scheduled meeting. The applicant is responsible for all costs associated with a Historic District Board of Review application.
- Should Staff find any application not fall under the description of a staff approvable project, they may bring that application before the Historic District Board of Review at their next regularly scheduled meeting. The applicant is responsible for all costs associated with a Historic District Board of Review application.

HDBR Review/Approval

- The HDBR may review projects as advisory review only for project which do not require a Certificate of Appropriateness.
- Applicants are responsible for contacting the Office of City Planner – Preservation Coordinator or the Plan Commission Office for an application and all costs associated with that application.

Type of Work Project		No Review	Staff Review/ Approval	HDBR Review/ Approval
Painting or Repainting		X		
Repair or Replacement: Same Material, Design and Exterior Appearance		X		
Repair or Replacement: New or Different Material, Design and/or Exterior Appearance				X
a)	Removal of Existing Modern Material to Restore Historic Fabric		X	
New Construction: Principal Building, Accessory Structure/Outbuilding, Porch, Deck, and Other Structures				X
Construction of Accessibility Features:				
a)	Exterior Staircases/Fire Escapes			X
b)	Handicap Ramps			X
Additions or Expansion of Building Footprint				X
Change in Exterior Materials, Design or Appearance				X
Introduction or Removal of Architectural Elements				X
Relocation or Demolition of Buildings and Outbuildings				X
Roofs:				
a)	Materials: Repair or Replacement	X (Same Material /design)	X (Same Material, different design)	X (New/Different Material)
b)	Shape or Form: Alteration, Modification or New			X
c)	Roof Elements: Gutters/ Downspouts	X (Same Material /design)	X (Meets Guidelines)	X (Does NOT Meet Guidelines)

Type of Work Project		No Review	Staff Review/ Approval	HDBR Review/ Approval
Roofs:				
d)	Roof Elements: Cresting/ Finials, Dormers, Chimneys, and Cornices/ Eaves	X (Same Material /design)	X (Same Material, different design)	X (New/ Different Material; Alteration/ Modification/ Removal/ Introduction of Element)
Exterior Wall Siding:				
a)	Materials: Repair or Replacement	X (Same Material /design)	X (Same Material, different design)	X (New/ Different Material)
b)	Cleaning and Painting	X		
c)	Removal or Introduction of Siding Material		X (Removal of Modern Material to Restore Historic Fabric)	X (Removal of Historic Fabric or Introduction of Modern Material)
Foundations:				
a)	Materials: Repair or Replacement:	X (Same Material /design)	X (Same Material, different design)	X (New/ Different Material)
b)	Cleaning and Painting:	X		
c)	Infill Between Piers:		X (Does Meet Guidelines)	X (Does NOT Meet Guidelines)
Windows and Doors:				
b)	Installation of Storm Windows or Doors:		X (Meets Guidelines)	X (Does NOT Meet Guidelines)
c)	Alteration or Removal of Existing Windows or Doors:			X
d)	Installation of New or Different Windows or Doors and Window			X

Type of Work Project		No Review	Staff Review/ Approval	HDBR Review/ Approval
Windows and Doors:				
e)	Shutters: Introduction of Shutters Where They Did Not Previously Exist			X
f)	Shutters: Replacement of Existing Shutters	X (Same Material /Design)	X (New Material/ Design)	
Porches:				
a)	Materials: Repair or Replacement:	X (Same Material /design)	X (Same Material, different design)	X (Change in Material)
b)	Removal or Introduction of a Porch, Deck			X
c)	Enclosure of Existing Porch (i.e. sunroom; creation of new room)			X
d)	Convert open deck into covered porch with roof, etc.			X
e)	Screening-in of existing porch		X	
f)	Introduction of Access or Safety Features Using Materials and Design Appropriate to Principal Structure			X
Building Features:				
a) Awnings:				
	1) Replacement of Existing	X (Same Material/ Design matching previous)	X (Same Material but does not match previous)	X (Change in Material and Design)
b)	Replacement of individual storefront elements	X (Same Material/ Design)	X (Same Material, Different Design)	X (New/ Different Material; Alteration/ Modification/ Removal/ Introduction of Element)

Type of Work Project		No Review	Staff Review/ Approval	HDBR Review/ Approval	
Site and Landscape Features:					
a)	Outbuildings/Accessory Structures:				
	1)	Repair or Replacement of Materials or Elements	X (Same Material /design)	X (Same Material, different design)	X (Change in Material or Design)
	2)	New Construction			X
	3)	Demolition or Relocation:			X
b)	Walkways, Driveways and Parking Lots:				
	1)	Walkways and Pathways:	X (No Change)	X (Removal of Non-historic or Introduction of New in Side or Rear Yard)	X (Change in Materials or Design; Removal of Historic or Introduction of New in Front Yard)
	2)	Driveways and Parking Lots:	X (Repair or Resurface with Same Material)	X (Construction or Removal of in Rear Yard)	X (Construction, Expansion or Removal of in Front or Side Yard)
c)	Fences and Walls:			X	
d)	Trees and Other Landscaping:		X		
e)	Mechanical Systems (HVAC):			X (Side or Rear Façade/ Yard)	X (Front Façade/Yard)
f)	New Installation, Alteration, or Replacement of Existing Equipment on front of building			X (Removal with NO Replacement)	X (New Installation, or Alteration or Replacement of Existing)
g)	Installation, Alteration or Removal of Exterior Lighting Fixtures: (not including light bulbs)			X (Rear Façade or Yard)	X (Front and Side Façade or Yard)
h)	Signage			X	