

Instructions on Certificate of Appropriateness (COA) or Fast-Track Review Application



MADISON HISTORIC DISTRICT BOARD OF REVIEW CITY OF MADISON, IN OFFICE OF HISTORIC PRESERVATION



Phone: (812) 274 - 2750

101 W. Main St., Madison, IN 47250

<http://www.madison-in.gov/Index.aspx?NID=169>

Fax: (812) 265 - 3349

Email: preservation@madison-in.gov

ABOUT APPLICATION

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 permit issued to ensure that the exterior work planned for a building meets the criteria of the design guidelines. Staff has been authorized by the Historic District Board of Review to review and approve certain items. Those items are listed in depth in the *Madison Approval Guidelines* which can be accessed through the Office of Historic Preservation or at <http://madison-in.gov/DocumentCenter/View/354>.

An Approval Type column, included on page 2-3, lists HDBR, STAFF, or HDBR and STAFF. If the building element has:

- **HDBR: the application deadline and associated fees listed below apply**
- **HDBR and STAFF: applicants should contact the Office of Historic Preservation**
- **STAFF: applications can be submitted at any time and there are no associated fees**

APPLICATION DEADLINE

Complete applications are due by **3:00 p.m.** to staff for departmental review at least ten (10) days prior to the legal notice deadline. This allows staff time to review the project and request additional information before the legal notice deadline. Failure to submit your application at least the (10) days prior to the legal notice deadline may result in your application not being on the next Madison Historic Board of Review agenda. If that tenth day falls on a holiday or weekend, the deadline will be the following business day.

APPLICATION SUBMISSION

The legal notice deadline is the first Wednesday of the month. Complete Applications with additional information requested by staff and associated fees must be submitted by the legal notice deadline to be heard before the Madison Historic District Board of Review at that month's meeting. **Incomplete applications will not be reviewed by the Madison Historic District Board of Review.**

Associated fees include:

- a \$10.00 advertisement fee per application
- a \$2.00 notification sign fee per required sign

The associated fees can be paid by cash or check made out to Madison City Plan Commission.

Submit one (1) copy of this completed application, all supporting documents, and payment to:

City of Madison, IN Office of Historic Preservation or Plan Commission Office

101 W. Main St., Madison, IN 47250

APPLICATION HEARING

HDBR Meetings are the 4th Monday of the month at 5:30 p.m. in City Hall (except when a holiday falls on that 4th Monday)

The applicant or authorized representative must attend the public hearing.

EXPIRATION OF PERMIT

A certificate of appropriateness permit shall be deemed to authorize the particular changes reflected on the permit. Such permit will expire if, for any reason, the change has not commenced within one year.

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Applicant Information

Address of property for proposed work: _____

(Street Number - Street Name)

Existing Use: _____

Proposed Use (N/A if same use): _____

*Applicant's Name(s):

Owner's Name(s):

Applicant's Mailing Address:

Owner's Mailing Address:

(Street Number - Street Name - City - State - Zip Code)

(Street Number - Street Name - City - State - Zip Code)

Applicant's Phone Number: _____

Owner's Phone Number: _____

Applicant's Email: _____

Owner's Email: _____

*Note: If the applicant is not the owner, the legal notice and notification signage will include both the Applicant's name and the Owner's Name.

REQUIRED SUPPORTING DOCUMENTS

The following list includes the supporting documents necessary for review of a particular project. For site plans all four (4) setbacks from property line MUST be labeled. Only one (1) copy of each supporting document is necessary.

- | New Buildings and New Additions: | Repair, Replace, or Repair/Replace: | Sign and Fence/Walls: | Moving Buildings: |
|--|--|---|--|
| <input type="checkbox"/> Structure Plan (Elevations) | <input type="checkbox"/> Structure Plan (Elevations) | <input type="checkbox"/> Photograph of Existing | <input type="checkbox"/> Map showing existing location |
| <input type="checkbox"/> Site Plan MUST have all four (4) setbacks labeled. | <input type="checkbox"/> Site Plan MUST have all four (4) setbacks labeled. (Only if changing footprint) | <input type="checkbox"/> Sketches/Photo of proposed | <input type="checkbox"/> Map showing proposed location |
| <input type="checkbox"/> Floor Plan | <input type="checkbox"/> Photographs (current/proposed) | <input type="checkbox"/> Samples/brochures | <input type="checkbox"/> Photographs of structure |
| <input type="checkbox"/> Photographs of proposed site and adjoining properties | <input type="checkbox"/> Samples/brochures | <input type="checkbox"/> Additional Information Sheet | |
| <input type="checkbox"/> Samples/brochures | | | Demolition: |
| | | | <input type="checkbox"/> Photographs |

I certify that I have read the Instructions Page and that all required documents are included in my final application packet.

Applicant(s) Signature

Date

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Rehabilitation Project Element and Materials

Please select which project elements you will be changing on the exterior of your structure. Check all that apply. Please list current and proposed materials for each selected project element. For more information on Approval Types, please refer to the Madison Approval Guidelines.

This page is ONLY if you are repairing/replacing existing materials. If you are adding or completely removing materials please complete page 4.

Check all that apply	Building Element	Guideline Page #	Approval Types	Existing Material	Proposed Material
	Architectural Features	Residential: 33-34 Commercial: 31-33	HDBR		
	Awnings	Residential: 35 Commercial: 34-35	HDBR STAFF		
	Brickwork/ Masonry	Residential: 36 - 37 Commercial: 36-39	HDBR		
	Chimneys	Residential: 38 Commercial: --	HDBR		
	Deck	Residential: 64 Commercial: 60	HDBR		
	Doors & Entrances	Residential: 39-42 Commercial: 40-42	HDBR		
	Fire Escapes & Staircases	Residential: 43 Commercial: 43	HDBR		
	Foundations	Residential: 44 Commercial: --	HDBR STAFF		
	Garages & Outbuildings	Residential: 45 Commercial: --	HDBR STAFF		
	Gutters & Downspouts	Residential: 46 Commercial: 44	STAFF		
	Lighting	Residential: 47 Commercial: 45	HDBR STAFF		
	Porches	Residential: 49-50 Commercial: --	HDBR STAFF		
	Porch Columns & Railings	Residential: 51-52 Commercial: --	HDBR STAFF		
	Ramps and Lifts	Residential: 65-67 Commercial: 61	HDBR		
	Roofs	Residential: 53-54 Commercial: 47	HDBR STAFF		
	Shutters	Residential: 55 Commercial: --	HDBR STAFF		
	Siding	Residential: 56-58 Commercial: --	HDBR STAFF		
	Storefronts	Residential: -- Commercial: 52-55	HDBR STAFF		
	Storm Doors and Storm Windows	Residential: 39 - 42, 60 - 63 Commercial: 40-42, 56-59	STAFF		
	Windows	Residential: 60-63 Commercial: 56-59	HDBR		

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New Construction, Demolition, Moving Buildings, and General Project Element and Materials

Please select which project elements you will be changing on the exterior of your structure. Check all that apply. Please list current and proposed materials for each selected project element. For more information on Approval Types, please refer to the Madison Approval Guidelines.

This page is ONLY if you are adding or completely removing materials. If you are repairing/replacing existing materials please complete page 3.

Check all that apply	Building Element	Guideline Page #	Approval Types	Existing Material	Proposed Material
	Additions	Residential: 68 Commercial: 62-63	HDBR		
	Deck	Residential: 64 Commercial: 60	HDBR		
	Demolition	Residential: 80-81 Commercial: 71-72	HDBR		
	Driveways, Sidewalks and Walkways	Residential: 72 Commercial: --	HDBR		
	Fences and Walls	Residential: 73 Commercial: --	STAFF		
	Garages & Outbuildings	Residential: 45 Commercial: --	HDBR		
	Infill Buildings and New Construction	Residential: 69-71 Commercial: 64-66	HDBR		
	Moving Buildings	Residential: 79 Commercial: 70	HDBR		
	Parking Lots	Residential: 77 Commercial: 68	HDBR		
	Pools, Fountains, Gazebos and Pergolas	Residential: 75 Commercial: --	HDBR		
	Ramps and Lifts	Residential: 65-67 Commercial: 61	HDBR		
	Signs	Residential: 59 Commercial: 48-51	STAFF		
	Streetscape Elements	Residential: -- Commercial: 67	HDBR		
	Utilities	Residential: 78 Commercial: 70	HDBR STAFF		