

Instructions on How to Apply for Certificate of Appropriateness (COA) or Fast Track



Phone: (812) 274 - 2750

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

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

APPLICATION DEADLINE

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

The filing deadline is the first Wednesday following the first Monday of the month. Complete Applications with additional information requested by staff and associated fees must be submitted by the filing deadline to be heard before the Madison Historic District Board of Review at that month's Board meeting. Associated fees include a \$10.00 advertisement fee per application and a \$2.00 notification sign fee per required sign. All Applications must be complete and include required support materials listed on this form. **Incomplete applications will not be reviewed by the Madison Historic District Board of Review.**

APPLICATION SUBMISSION

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

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

City Hall

101 W. Main St., Madison, IN 47250

APPLICATION HEARING

Complete Applications will be reviewed and decided by the Madison Historic Board of Review at their regular meeting held the 4th Monday of the month at 5:30 p.m. in City Hall. The applicant or authorized representative must attend the public hearing.

BUILDING PERMIT REQUIREMENTS

In addition to a COA application, building permits must be acquired from the Plan Commission Office. **Building permits shall not be issued without proof of a COA.**

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.

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/Fence and walls:	Moving Buildings:
<input type="checkbox"/> Site plans MUST have all four (4) setbacks labeled.	<input type="checkbox"/> Site plans MUST have all four (4) setbacks labeled. (Only if changing footprint)	<input type="checkbox"/> Photograph of Existing	<input type="checkbox"/> Map showing existing location
<input type="checkbox"/> Structure Plan (Elevations)	<input type="checkbox"/> Structure Plan (Elevations)	<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	
			Demolition:
			<input type="checkbox"/> Photographs

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Applicant Information

Address of property for proposed work: _____
(Street Number - Street Name)

Existing Use: _____ Proposed Use (Mark NA 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: _____

Project Description

If the proposed scope of work will include more than one type of project please divide the description into sections. (Example: 1. south side, replace 2 upper windows with wood windows; 2. roof, replace roof with asphalt shingles)

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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.

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

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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.

Check all that apply	Building Element	Residential Guideline Page #	Commercial Guideline Page #	Existing Material	Proposed Material
	Additions	68	62 - 63		
	Deck	64	60		
	Demolition	81 - 81	71 - 72		
	Driveways, Sidewalks and Walkways	72	--		
	Fences and Walls	73	--		
	Garages & Outbuildings	45	---		
	Infill Buildings and New Construction	69 - 71	64 - 66		
	Landscape Elements	76	--		
	Moving Buildings	79	70		
	Parking Lots	77	68		
	Pools, Fountains, Gazebos and Pergolas	75	--		
	Ramps and Lifts	65 - 67	61		
	Signs	59	48 - 51		
	Streetscape Elements	--	67		
	Utilities	78	70		