

Madison Historic District Board of Review

Administrative Review Guide

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.

The Historic District Board of Review has authorized HDBR staff to review certain COA applications as outlined in this document. HDBR staff authorized to review COA applications shall meet the Professional Qualifications referenced in 36 CRF Part 61 in the fields of History, Archeology, Architectural History, Architecture, Historic Architecture, Engineering, Historic Landscape Architecture, and Historic Preservation (Qualified Professional). If no staff meet this qualification, the mayor may appoint a staff member to carry out these duties and who shall seek recommendations on COA 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. Staff has the option to refer a request for administrative approval to the HDBR if uncertainty exists as to whether the application meets the criteria for issuing a Fast-Track Certificate of Appropriateness. 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.

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 Historic District Board of Review Administrative Review Guide please contact the Office of Planning, Preservation, & Design at 812-265-8324.

How to Read the Administrative Review Guide

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.

Type of Work Project	Guideline Number & Pages	No Review	Staff Review/ Approval	HDBR Review / Approval
Painting or Repainting		X		
Repair or Replacement: Same Material, Design, and Exterior Appearance		X		
Removal of Existing Modern Material to Restore Historic Fabric			X	
1.0 Brickwork & Masonry	40-41			
Repair, Painting, Cleaning, or Tuck-Pointing		X		
Replacement in kind of deteriorated or damaged bricks		X (if rebuilding to the same dimensions)		X (if changing dimensions)
Removal of any brick/masonry/ stone features			X (if stone features are "fake)	X
2.0 Concrete & Stucco	42-43			
Repair or Replacement		X (Same material/ design)		X (New/ different material)
Addition of Stucco				X
Introduction of Concrete		X (Walkways, driveways, or parking lots)		X (features other than walking/driving surfaces)
3.0 Wood Siding & Shingles	44-48			
Repair or Replacement		X (Same Material/ Design)	X (Same Material/ different design or proposed material meets guidelines including cement board)	X (New/ Different Material does not meet guidelines including vinyl siding)
Cleaning & Painting		X		
Removal of Siding Material			X (Removal of Modern Material)	X (Removal of Historic Fabric)

			to restore Historic Fabric)	
Introduction of Siding Material		X (Same material/ design)	X (Introduction of material that meets guidelines including cement board)	X (Introduction of Modern Material does not meet guidelines)
4.0 Metals	49-51			
Repair or Replacement		X (Same material/ design)		X (New/ different material/ design)
Removal of metal features				X
5.0 Architectural Details	52-53			
Repair or Replacement		X (Same material/ design)		(New/ Different Material)
Introduction of Architectural Details			X (Based on evidence of historic detail)	X
6.0 Awnings & Canopies	54-55			
Replacement of Existing		X (Same material/ design matching previous)	X (Same material/ different design or proposed material meets guidelines)	
Removal of Existing (Not Replacing)			X (meets guidelines)	X (Does not meet guidelines)
Introduction of new awnings or canopies			X (Based on evidence of historic detail)	X
7.0 Cornices	56			
Repair or Replacement		X (Same material/ design)		X (Different design or proposed material)
Removal or Alteration of Existing (Not Replacing)				X

Installation of New Cornice			X (Based on evidence of historic detail)	X (New cornice where there was not one historically)
8.0 Chimneys	57-58			
Repair or Replacement		X (Same material/design)		
Removal of Existing			X (Removal of existing with replacement of a faux chimney of the same size and design)	X
Installation of a New Chimney				X
9.0 Doors & Entrances	59-61			
Installation of Storm/Screen Doors			X (Meets guidelines)	X (Does not meet guidelines)
Repair or Replacement of Existing Doors		X (Same Material/design)	X (Same material/different design or proposed material meets guidelines & do not alter size or location of door)	X (New/different material does not meet guidelines)
Alteration of Door Openings Including New Openings				X
10.0 Fire Escapes & Exterior Stairs	62			
Repair or Replace existing exterior staircases/ fire escapes or handicap ramps		X (Same Material/design)	X (Same Material/different design or proposed material meets guidelines)	X (New/Different Material does not meet guidelines)
New Exterior Staircases/ fire escapes or handicap ramps			X (Meets guidelines)	X (Does not meet guidelines)

11.0 Foundations	63			
Repair or Replacement		X (Same Material/ design)	X (Meets guidelines)	X (Does not meet guidelines)
Cleaning & Painting		X		
Infill Between Piers			X (Meets guidelines)	X (Does not meet guidelines)
12.0 Garages & Outbuildings	64-65			
Repair or Replacement of Existing Accessory Structure		X (Same Material/ design)	X (Same Material/ different design or proposed material meets guidelines)	X (New/ different material does not meet guidelines)
13.0 Light Fixtures	66-67			
Installation, Alteration, or Removal of Exterior Lighting Fixtures: (not including light bulbs)		X (Same Material/ Design)	X (Meets guidelines)	X (Does not meet guidelines)
14.0 Porches	68-70			
Repair or Replacement		X (Same Material/ design)	X (Same Material/ different design or proposed materials meets guidelines)	X (New/ different material does not meet guidelines)
Removal or Introduction of a Porch				X
Enclosure of an Existing Porch			X (Meets guidelines)	X (Does not meet guidelines)
Convert Open Deck into Covered Porch with Roof				X
Screening-in of Existing Porch			X (Meets guidelines)	X (Does not meet guidelines)
Introduction of Access or Safety Features Using Materials & Design			X	

Appropriate to the Structure				
15.0 Roofs	71-73			
Repair or Replacement		X (Same Material/design)	X (Same Material/different design or proposed material meets guidelines)	X (New/different material does not meet guidelines)
Alteration, Moderation, or New Shape or Form				X
Repair or Replacement of Gutters/Downspouts		X (Same Material/design)	X (Meets guidelines)	X (Does not meet guidelines)
Repair or Replacement of Cresting/Finials, Dormers, Eaves		X (Same material/design)	X (Same material, different design)	X (New/different material; removal/alteration/introduction of element)
16.0 Signs	74-77			
Installation of New Sign			X (Meets guidelines)	X (Does not meet guidelines)
Repair or Replacement of Existing Sign			X (Meets guidelines)	X (Does not meet guidelines)
17.0 Storefronts	78-81			
Repair or Replacement of Storefront Elements		X (Same material/design)	X (Same Material/different design or proposed material meets guidelines)	X (New/different material does not meet guidelines)
Introduction of New Storefront Elements			X (Meets guidelines/supported by historic evidence)	X (New/different material does not meet guidelines)

18.0 Windows	82-86			
Repair or Replacement of Existing Windows		X (Same Material/design)	X (Same Material/different design or proposed material meets guidelines but does not alter size or location of window openings)	X (New/different material does not meet guidelines including vinyl or vinyl clad)
Alteration of Window Openings Including New Window Openings				X
Installation of Exterior Storm Windows			X (Meets Guidelines)	X (Does not meet guidelines)
Installation of Interior Storm Windows		X		
19.0 Window Shutters & Screens	87			
Installation of Interior Screens		X		
Installation of Exterior Screens			X (Meets Guidelines)	X (Does not meet guidelines)
Introduction of Shutters Where They did not Previously Exist			X (Meets Guidelines)	X (Does not meet guidelines)
Replacement of Existing Shutters		X (Same Material/design)	X (New Material/design)	
20.0 Fences & Walls	88-90			
Replacement of Existing Fence/Wall		X (Same Material/design)	X (New Material/design)	X (Does not meet guidelines)
Installation of New Fence/Wall			X (Meets Guidelines)	X (Does not meet guidelines)
Repair of Existing Fence/Wall		X (Same Material/design)		

21.0 Outside Mechanical Units	91-92			
Replacement of Existing Outside Mechanical Units		X (Same size/ location)	X (Change in size or location, or new equipment, located in rear/ side yard)	X (New equipment is located on/ in front of structure)
22.0 Pools, Fountains, Gazebos, & Pergolas	93			
Repair or Replacement of Pools, Fountains, Gazebos, & Pergolas		X (Same Material/ design)	X (Same material/ different design or proposed material meets guidelines)	X (New/ different material does not meet guidelines)
Installation of New Pool, Fountain, Gazebo, or Pergola				X
23.0 New Construction – Dwellings	94-100			X
24.0 New Construction – Outbuildings	101-102			X
25.0 New Construction – Commercial Buildings	103-105			X
26.0 New Construction – Additions	104-108			X
27.0 New Construction – Decks	109			
Repair/ Replacement of Existing Deck		X (Same material/ design)	X (Same material/ different design or proposed material meets guidelines)	X (New/ different material does not meet guidelines)
Removal or Introduction of a Deck				X
28.0 New Construction – Accessibility & Life Safety	110-111			
Repair or Replace Existing Exterior Staircases/ Fire Escapes or Handicap Ramps		X (Same material/ design)	X (Same material/ different design or proposed	X (New/ different material does

		material meets guidelines)	not meet guidelines)
New Exterior Staircases/ Fire Escapes or Handicap Ramps		X (On side or rear of structure)	X (On front of structure)
Retrofitting Existing Doors with Handicap Features		X (Same material/ design)	X (Different design/material)
29.0 New Construction – Energy Retrofits	112-113		
Installation of New Energy Upgrades		X (Meets guidelines)	X (Does not meet guidelines)
30.0 Relocation	115		X
32.0 Demolition	116-117		X