

101 W Main St Madison, IN 47250 (812) 265-8324

<u>Application for Certificate of Appropriateness</u>

Paper applications will be accepted by the Office of Planning, Preservation, and Design; however, electronic submissions through our Permit Portal are preferred. This application can be submitted electronically at www.madison-in.gov/reporting.

HDBR Staff Review Fee \$ 10.00 HDBR Application Fee* \$ 25.00 HDBR Ad Fee* \$ 15.00 Sign Fee* \$ 2.00 per street

Purpose: All exterior changes visible from the public right-of-way (streets/alleys) within the Madison Historic District requires a Certificate of Appropriateness (COA). Applications must be complete before the HDBR or Staff can begin the review process. Submit this application form, all supplemental documentation as required, and the required fee(s).

This application must be filed <u>at least 15 days prior</u> to scheduled meeting to be eligible for consideration at that meeting. Actual deadlines vary due to holidays, office business hours and operating schedule, media publishing deadlines, etc. Deadlines are published publicly and can also be provided by contacting the Planning Office.

APPLICANT INFORMATION Name:			OWNER INFORMATION (IF DIFFERENT*) Name:				
Street:			Street	: 			
City:	State:	Zip:	_ City: _		State:	Zip:	
Phone (Preferred)	:		Phone	e (Preferrec	d):		
Phone (Alternate):			Phone (Alternate):				
Email:			Email:				
* If Applicant is not	Owner, MUST submi	t documentation fro			licant on their behalf.		
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PROPERTY FOR WH	IICH THE WORK IS I	REQUESTED					
Address and/or Leg	gal Description of Pi	roperty:					
Zoning Classificatio	n:						
Type of Project (Che	eck all that apply)						
□ New Buildir	ng			Restorati	on, Rehabilitation, or	Remodel	
Addition to	Building			Fence or	Wall		
□ Relocating	a Building			Sign			
□ Demolition				Other:			
Description of Exist	ing Use:						
Description of Prop	osed Use:						
Name of Contracto	r (If applicable):						

^{*} Required for applications being heard before the HDBR.

Repair, Replace, or Repair/Replace: ☐ Structure Plan - Elevations (Only required if making changes to openings or adding/removing features) ☐ Site Plan MUST have all four (4) setbacks labeled. (Only if changing footprint) □ Photographs (current/proposed) with captions □ Samples/brochures New Buildings and New Additions: ☐ Structure Plan - Elevations (Only required if making changes to openings or adding/removing features) ☐ Site Plan MUST have all four (4) setbacks labeled. ☐ Floor Plan □ Photographs of proposed site and adjoining properties with captions ☐ Samples/brochures Sign and Fence/Walls: ☐ Photograph of Existing with captions ☐ Sketches/Photo of proposed □ Samples/brochures □ COA Addendum Moving Buildings: ☐ Map showing existing location ☐ Map showing proposed location ☐ Photographs of structure with captions Demolition: Photographs with captions Provide a detailed Narrative statement describing the proposed scope of work. If the project includes more than one type of project, please divide the description into sections.

Per the City of Madison Historic District Ordinance, an application must include the following in addition to the usual material required for a building permit at the time of application. For site plans all four (4) setbacks from property line

MUST be labeled. Only one (1) copy of each supporting document is necessary.

Include a list of existing and proposed materials for each applicable category. New Construction, Relocation, or Demolition are on the next page.

Check all that apply	Building Element	Guideline Page #	Approval Types	Existing Material	Proposed Material
	Brickwork & Masonry	40	STAFF		
	Concrete & Stucco	42	STAFF		
	Siding	44	HDBR/STAFF		
	Metal	49	STAFF		
	Architectural Details	52	HDBR/STAFF		
	Awnings & Canopies	54	STAFF		
	Cornices	56	HDBR/STAFF		
	Chimneys	57	HDBR/STAFF		
	Doors & Entrances	59	HDBR/STAFF		
	Fire Escapes & Staircases	62	HDBR/STAFF		
	Foundations	63	STAFF		
	Historic Garages & Outbuildings	64	HDBR/STAFF		
	Light Fixtures	66	STAFF		
	Porches	68	HDBR/STAFF		
	Roofs	71	HDBR/STAFF		
	Signs	74	STAFF		
	Storefronts	78	HDBR/STAFF		
	Windows	82	HDBR/STAFF		
	Window Shutters and Screens	87	HDBR/STAFF		
	Fences and Walls	88	STAFF		
	Mechanical Units	91	STAFF		
	Pools, Fountains, Gazebos & Pergolas	93	STAFF		

Include a list of existing and proposed materials for each applicable category.

Check all that apply	Building Element	Guideline Page #	Approval Types	Existing Material	Proposed Material
	New Construction - Residential	94	HDBR		
	New Construction – Outbuildings	101	HDBR		
	New Construction – Commercial	103	HDBR		
	New Construction – Additions	109	HDBR		
	New Construction – Decks	109	HDBR/STAFF		
	New Construction –Accessibility	110	HDBR/STAFF		
	New Construction –Energy Retrofit	112	HDBR/STAFF		
	Relocation	115	HDBR		
	Demolition	116	HDBR		
	Other:		HDBR/STAFF		

Please read the following statements. Your signature below acknowledges that you have read the statements and attest to their accuracy:

- I understand that the approval of this application by City Staff or the HDBR does not constitute approval of other federal, state, or local permit applications.
- I understand that I (or my representative) will need to attend the HDBR Hearing. If no representation is present at the meeting, the application will be deemed incomplete and will be placed on the next month's agenda.
- I have reviewed the City of Madison's "Historic District Guidelines" in preparing this Application.
- I understand that I must post the notification sign(s) provided by the HDBR on site for 15 consecutive days immediately prior to the meeting on which my application will be heard by the HDBR.

 Date	Signature of Applicant
COMPLETED BY PLANNING OFFICE	Meeting Information: Historic District Board of Review
Application Accepted on:	_ 101 W Main St, Madison, IN 47250 – Council Chambers
Application Accepted by:	Meeting Date: Time: 5:30PM
Application to be Reviewed by:	Action on Application:
□ HDBR □ STAFF	 □ HDBR/STAFF COA □ issued □ HDBR Extended □ Sent to HDBR by Staff
Documentation Review (Completed by Planning Owner Authorization provided (if req'd) Site plan is adequate Application is complete	Office) Required supporting documents are provided COA Addendum (if req'd) Notification Sign given to applicant