

## **New Certificates of Appropriateness Policy**

As of this date we will be addressing permits in Local Historical Districts in a different manner. Starting immediately the following rules will apply to local historic districts only:

**1. Permit Required.** Any work within a Local Historic District that requires a Certificate of Appropriateness (C of A) from the Historic Preservation Planner, Scott Des Planques or Landmark Commission will be issued a permit. Please keep in mind that:

- a. This only applies to local districts and not national districts.
- b. This only applies to outside work and not any interior work. Outside work includes anything that might modify any other yard amenities which may affect the neighborhood's landscape.

**2. No Cost Permits.** Work that normally does not require a permit, such as window replacements, siding and some maintenance will now be issued a No Costs Permit for tracking purposes of work done in a local historic district. If you are unsure whether to issue a no costs permit, contact Scott Des Planques to see if that work requires a certificate of appropriateness. If a certificate of appropriateness is required, it will need to be issued before a no cost permit can be issued. Refer the customer to Scott first.

**3. Plan Reviews.** Before the plans for a Residential or Commercial projects are reviewed, a copy of the approved C of A shall be attached to project's plans.

- a. Commercial projects will be discussed during our weekly development review meetings. The Historic Preservation Planner or his representative should attend these development review meetings.
- b. Residential plan shall be coordinated with Scott Des Planques on a project by project basis if the property is within a Local Historic District. A new category called "Historical" will be added to the Residential Plan Review Checklist, which is where Scott will identify whether any historical requirements apply or state that none are required.

**4. Permits.** When issuing a permit for a project with a C of A, a copy of the C of A shall be scanned and attached to the project if there is one or otherwise to the building permit in Permits Plus as a jpeg file. A hard copy of the C of A shall also be attached to the hard copy of the permit unless a copy has already been provided with the project's plans. The following note shall be added to the description on the permit:

- a. "This structure is located within a local historic district and has a certificate of appropriateness."

**5. Permit Inquiries.** We routinely receive calls asking us if a permit is required for a variety of types of work. They ask if they need a permit for windows, painting, siding, fencing, sheds, tree removal and other types of minor repairs. From now on, we need to ask for the address and look it up to see if it is in a local historic district. If it is in a local historic district, they shall then be referred to Scott Des Planques for further information. If they won't give us an address, then

you need to tell them that we can't give them an answer without knowing the address where the work is to be done. You should also tell them that if they are in a historic district they are required to contact Scott Des Planques before any type of outside work is performed. It is important that we don't give out incorrect information.

**6. Inspections.** All work requiring a C of A will be inspected.

- a. **Fee'd Permits/Work.** Any permit required work must be inspected during Building Development's normal, routine inspection of the permit required work, but they must be made aware of the historical requirements before going on the inspection. If an inspector needs to have the C of A clarified and they are uncertain about how it is to be interpreted or inspected, they must contact Scott Des Planques for clarification and assistance. They may also want to ask Scott to do the inspection with them. Building Development will be responsible for taking whatever pictures are necessary to show the condition of any approved or disapprove work and providing this documentation to Scott Des Planques. Approvals cannot occur on site when a C of A has been issued.
- b. **No Fee Permits/Work.** The no permit required work that has a no-cost permit, will not be inspected by Building Development. This work will be inspected by Scott Des Planques. He will be responsible for signing off on these C of As and obtaining whatever documentation and/or pictures are necessary to document the approved or disapproved work.

**7. Downtown Precise Plan.** There are also notices on parcels that say Downtown Precise Plan. These properties require the approval of the Planning and Zoning Department (P & Z) for any exterior changes to buildings in the downtown area. A Certificate of Appropriateness is also issued for these exterior changes. The P & Z department will provide a copy of the C of A when they do their review. The sign off will be added to the check off sheets. Sign permits do not require a C of A, but only need the approval of Mike Kellam. Mike's signature on the sign permit will be all that is required for the signs.