

Preparing for a Historic District Board Meeting

The **Madison Historic District Board** wants to be able to visualize the project by reading your application and its attachments and visiting the property. **A complete application includes photographs, and often drawings, sketches, and/or product samples and information. Applications which are not complete will not be accepted.**

Thus, before you go to the board, please do the following:

- **Plan Ahead** - At the time of filing, staff will inform the applicant of the necessary application fee due and when signs should be posted on the property. The **historic board meets on the fourth Monday** of each month (except in December and when holidays interfere) and the **application is due the first Monday** of each month. The **December meeting is on the third Monday** and the **application is due the fourth Monday of November**. Complete applications are due by 4:00 p.m. to staff in City Hall on the legal notice deadline date.
- **Have a Plan** - Please do not commit to a contract or purchase materials until you are approved. Know what you want to do before applying to the board, as you will be held to your application once approved. However, during the meeting, things can change.
- **Take Photos of Your Property as it Exists** - Take both overall photos and close up photos of areas that will be changed or that can demonstrate structural problems with the house.
- **Make Drawings of How the Structure Will Look** - These drawings or sketches do not have to be technically perfect by any standard but should demonstrate your planned work.