



Application for Certificate of Appropriateness

City of Madison
Office of Planning, Preservation, & Design
101 W Main St
Madison, IN 47250
(812) 265-8300

Application Fee* \$ 15.00
Sign Fee \$ 2.00 per street

*Application fee only applicable for HDBR Review. Check with staff before submitting payment.

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 application fee if applicable.

This application must be filed at least 15 days prior 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: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone (Preferred): _____
Phone (Alternate): _____
Email: _____

OWNER INFORMATION (IF DIFFERENT*)

Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone (Preferred): _____
Phone (Alternate): _____
Email: _____

** If Applicant is not Owner, MUST submit documentation from owner authorizing applicant on their behalf.*

PROPERTY FOR WHICH THE WORK IS REQUESTED

Address and/or Legal Description of Property: _____

Zoning Classification: _____

Type of Project (Check all that apply)

<input type="checkbox"/> New Building	<input type="checkbox"/> Restoration, Rehabilitation, or Remodel
<input type="checkbox"/> Addition to Building	<input type="checkbox"/> Fence or Wall
<input type="checkbox"/> Relocating a Building	<input type="checkbox"/> Sign
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other: _____

Description of Existing Use: _____

Description of Proposed Use: _____

Name of Contractor (If applicable): _____

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.

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.

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
	Additions	Commercial: 62-63 Residential: 68	HDBR		
	Awnings	Commercial: 34-35 Residential: 35	STAFF		
	Brickwork/Masonry	Commercial: 36-39 Residential: 36 - 37	HDBR/STAFF		
	Chimneys	Commercial: -- Residential: 38	HDBR/STAFF		
	Deck	Commercial: 60 Residential: 64	HDBR/STAFF		
	Demolition	Commercial: 71-72 Residential: 80-81	HDBR		
	Doors & Entrances	Commercial: 40-42 Residential: 39-42	HDBR/STAFF		
	Fences and Walls	Commercial: -- Residential: 73	STAFF		
	Fire Escapes & Staircases	Commercial: 43 Residential: 43	HDBR/STAFF		
	Foundations	Commercial: -- Residential: 44	STAFF		
	Garages & Outbuildings	Commercial: -- Residential: 45	HDBR/STAFF		
	Gutters & Downspouts	Commercial: 44 Residential: 46	STAFF		
	Infill Buildings and New Construction	Commercial: 64-66 Residential: 69-71	HDBR		
	Lighting	Commercial: 45 Residential: 47	STAFF		
	Pools, Fountains, Gazebos and Pergolas	Commercial: -- Residential: 75	STAFF		
	Porch Columns & Railings	Commercial: -- Residential: 51-52	HDBR/STAFF		
	Porches	Commercial: -- Residential: 49-50	HDBR/STAFF		
	Ramps and Lifts	Commercial: 61 Residential: 65-67	HDBR/STAFF		
	Roofs	Commercial: 47 Residential: 53-54	HDBR/STAFF		
	Shutters	Commercial: -- Residential: 55	HDBR/STAFF		
	Siding	Commercial: -- Residential: 56-58	HDBR/STAFF		
	Signs	Commercial: 48-51 Residential: 59	STAFF		
	Storefronts	Commercial: 52-55 Residential: --	HDBR/STAFF		
	Storm Doors and Storm Windows	Commercial: 40-42, 56-59 Residential: 39 - 42, 60 - 63	STAFF		
	Utilities	Commercial: 70 Residential: 78	STAFF		
	Windows	Commercial: 56-59 Residential: 60-63	HDBR/STAFF		
	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

Documentation Review (Completed by Planning Office)

- _____ Owner Authorization provided (if req'd)
- _____ Site plan is adequate
- _____ Application is complete
- _____ Required supporting documents are provided
- _____ COA Addendum (if req'd)
- _____ Notification Sign given to applicant

Staff Notes

<p>COMPLETED BY PLANNING OFFICE</p> <p>Application Accepted on: _____</p> <p>Application Accepted by: _____</p> <p>Application to be Reviewed by:</p> <p><input type="checkbox"/> HDBR</p> <p><input type="checkbox"/> STAFF</p>	<p>Meeting Information: Historic District Board of Review 101 W Main St, Madison, IN 47250 – Council Chambers</p> <p>Meeting Date: _____ Time: 5:30PM</p> <p>Action on Application:</p> <p><input type="checkbox"/> HDBR/STAFF COA issued</p> <p><input type="checkbox"/> HDBR Extended</p> <p><input type="checkbox"/> HDBR/STAFF COA denied</p> <p><input type="checkbox"/> Sent to HDBR by Staff</p>
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