HISTORIC PRESERVATION APPLICATION REVIEW PROCESS

Homeowner determines project and applies for a building permit

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Does the property reside in a Historical and Archaeological (HA) Overlay District?

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YES: Submit a Certificate of Appropriateness (COA) application to the Planning Department

NO: Continue obtaining a building permit

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Planning staff reviews application and writes a staff report

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Historic Preservation Board (HPB) meeting is scheduled

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HPB approves or denies COA

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APPROVES: COA is issued with copies given to applicant and Building Department

DENIES: Applicant has 90 days to appeal or modify and resubmit plans

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Applicant may continue obtaining their building permit