

CHECKLIST

COA Application for:

___ Paint ___ Signage ___ Windows ___ Doors ___ Alteration _____

(Check all that apply and attach documentation to COA Application)

- Photographs of existing area to be changed (Required for all applications)
- Continuation Sheets
- Sketches of proposed changes (Including dimensions/size, color, style, and location)
- Site Plan/Survey (www.decalurcounty.in.gov) Click on GIS Maps
- Elevations
- Floor Plans
- Samples/Material Specifications
- Copy of Historic Paint Color Chips (Available in the City Planning Office or at any paint store)
- Other _____



CITY OF GREENSBURG
HISTORIC PRESERVATION COMMISSION
DOWNTOWN GREENSBURG HISTORIC DISTRICT
CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

Date Application Received _____ Scheduled Meeting Date _____

The Greensburg Historic Preservation Commission is a five-member board, appointed by the mayor, who meets monthly to review the COA applications that are subject to Commission review. The Greensburg Historic Preservation Commission cannot render judgment nor process an application without the specific documentation listed below. It is the **applicant/owner** who must provide comprehensive documentation of the proposed project with adequate information so that there is a complete understanding of the project for the Commissioners and Staff when rendering a decision. Please refer to the HPC Guidelines (www.cityofgreensburg.com/history.html) or contact Linda Hash or Kathy Reynolds at the City Planning Office for assistance in formulating your proposal.

Applications will not be processed without all required or requested documentation.

Who is required to submit a Certificate of Appropriateness Application?

All property owners within the Downtown Historic District are required to obtain a COA from the Planning Office at City Hall before beginning any work (See map). If approved, a project must be initiated within one year from the date of the issuance of the COA. Please note that this is NOT a Building Permit. A separate Building Permit may be required from the Greensburg Plan Commission prior to commencement of work on the project.

PLEASE PRINT OR TYPE

Project Address _____

Proposed Work *(Check all that apply)*

- Exterior Alteration** (Installation/replacement of siding, change of façade, change of paint color, doors, windows, awnings, roofing, fencing, lighting, construction of an addition, walkways, etc.)
- Landscaping** (Installation of trees, street furniture, etc.)
- Signage** (New or replacement)
- Demolition** *(Provide justification for proposed demolition. Please attach a copy of the structural engineer’s report if demolition is due to structural integrity concerns. Please attach an economic report if demolition is due to economic issues.)*
- New Construction**
- Relocation of a structure**
- Other** _____

All applications must be returned to the Planning Office by 4:00 p.m. fourteen (14) calendar days preceding the Historic Preservation meeting in order to be processed for the agenda. **The Applicant or his/her representative must attend the Commission scheduled meeting.** If the application is approved, the Applicant may proceed to the Planning Commission Office for the copy of the approved COA and any other permits that may be required. The approved COA, as well as any other permits, must be displayed on the front of the building until completion of the project. If your application is not approved, the Commission must state its reason for denial in writing and will advise the Applicant. The Commission may grant a 30-day extension.

Office Staff will review your application and provide recommendations to the Commission at least 48 hours prior to the Commission meeting.

The Greensburg Historic Preservation Commission meets on the last Wednesday of each month at 6:00 P.M. in the Council Chambers at City Hall, 314 W. Washington St.

Applicant

Print Name _____
Signature _____
Address _____

Phone _____
Cell Phone _____
Email Address _____

Property Owner(s) (If different from Applicant)

Print Name _____
Signature _____
Address _____

Phone _____
Cell Phone _____
Email Address _____
FAX Number _____

Property Owner(s) (Continued)

Print Name _____
Signature _____
Address _____

Phone _____
Cell Phone _____
Email Address _____
FAX Number _____

Leave Blank for Office Use

Applicant Name _____

Project Address _____

Date of HPC Action _____ Approved as submitted _____

Approved with Conditions (Conditions to be attached) _____

Denied – Reasons for denial _____

Date COA Issued _____ COA # _____

Office Staff Signature _____

HPC Signature _____

Historic Preservation Commission
City Hall
314 W. Washington Street
Greensburg, IN 47240
www.cityofgreensburg.com/historic.html

OFFICE STAFF

Kathy Reynolds
Building Commissioner
kreynolds@greensburg.in.gov
(812) 662-8495
FAX: (812) 662-6925

Tracey Davis
Building, Planning, & Zoning
tdavis@greensburg.in.gov
(812) 662-8495

Monday - Friday 8 a.m. - 4 p.m.
(Closed for lunch 12 - 1 p.m.)