



HISTORIC REVIEW PROCESS

Applications for Certificates of Appropriateness

Required for Historic Landmarks and Contributing Properties and New Construction in Historic Districts (Local)

Submit Historic Review application *
to Historic Preservation Office

Historic Preservation Office determines
review type needed

If the project does not visually affect the property's historic character from an adjacent public street, staff may administratively approve:
• One-story addition with <600 sf gross floor area
• Second-story rear addition to two-story building, if addition is not visible from street
• Pools, decks, and fences

See Land Development Code section 25-11-212 for more information.

May take up to **5 BUSINESS DAYS**

Eligible for administrative approval
Staff approves application

Ineligible for administrative approval
Referral to Historic Landmark Commission for public hearing and review

May take up to **75 DAYS** from date of first Historic Landmark Commission meeting

* The Certificate of Appropriateness Review Committee provides detailed feedback on proposed plans. You are not required to attend, but many people find the committee's feedback helpful. You can attend before or after submitting an application, and there is no associated fee.

Proposed project meets applicable historic review standards
Historic Landmark Commission approves application

Certificate of Appropriateness is released

Completed by applicant

Completed by Historic Preservation Office

Completed by Historic Landmark Commission