

Certificate of Appropriateness & Economic Hardship Procedure

Certificate of Appropriateness required for any interior construction or alteration of a landmark structure, and/or with any action affecting historic or architectural features identified in the establishing ordinance for the District.

Application Submittal Via CSS Online Portal

Completeness Check by Director

Scheduled for HPC Hearing (within 40 days or approved)

Sign Placed on Property (7 days prior to hearing)

Public Hearing Before the HPC

HPC Decision Based on Section 29-3.3(c)(10)

COA Approval

Work to begin within 6 months, Certificate of Appropriateness valid for 18 months, renewable.

COA Conditional Approval

Application for Economic Hardship within 60 days (Application)

Applicant may file Notice of Appeal within 30 Days

Work to begin within 6 months, Certificate of Economic Hardship valid for 18 months, renewable.

COA Denial

