

Certificate of Appropriateness & Economic Hardship Procedure

Certificate of Appropriateness required for any interior 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

Completeness Check by
Community Development 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 of COA decision

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

COA Denial

Applicant may file Notice of Appeal
within 30 Days

Historic Landmark & District Designation Procedure

