

3.16 Checklist

Historic Construction/Demolition Permit

A historic construction/demolition permit applies for construction or demolition within a historic district or on a historic property listed in UDC Section 50-18.3. See UDC Section 50-37.14 for more information.

Starting the Application Process

- Submit your application materials to the One Stop Shop, Room 100 City Hall, four weeks prior to the HPC meeting. HPC meetings are held on the fourth Tuesday of each month. Your application must include the following:
 - Application Cover Sheet and Applicable Fee
 - Required fee
 - Application for Certificate of Appropriateness

After Your Application

1. Determination of Completeness. Within 15 business days of your application, you should expect to:

- Receive an “Applicant Letter,” which acknowledges a complete application, shares the date of the Planning Commission meeting and the assigned staff person, and notifies you of State-mandated deadlines for the City to make a decision, **OR**
- Receive notification that your application is incomplete, with details on further information to submit.

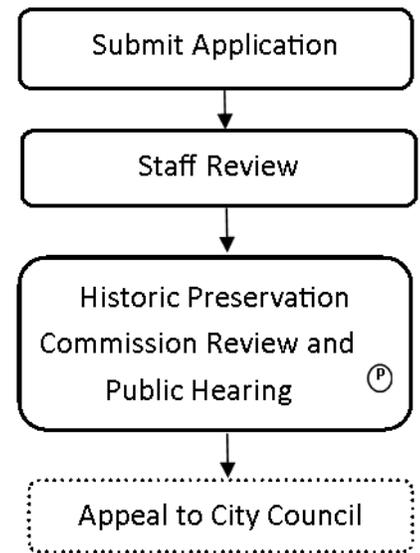
2. Public Notice.

- You are required to post a sign notice on the property at least two weeks before the date of the public hearing.** See UDC Section 50-37.1.H for information on size, placement, and content of each sign; you may want to contact a sign company or printing company to have the sign made. You must provide evidence that the signs were in place; **submit photo(s) of the signs to the Planning Division at least two weeks before the date of the public hearing.**

3. Historic Preservation Commission Decision. The Historic Preservation Commission will review the application, conduct a public hearing, and make a decision to adopt, adopt with modifications, or deny the application. **We ask that applicants or an agent attend this meeting.** If approved, you will receive a Certificate of Appropriateness (COA).

Note that other City codes may apply to your project. Please be aware of any applicable Building Code (Construction Services Division), Fire Code (Life Safety Division), and stormwater/engineering (Engineering Division) regulations. The zoning approval may be only the first step in a several step process.

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Ⓟ Indicates Public Hearing Required

Important Dates

Application Deadline:

Sign Notice Placed:

HPC:

Effective:

**Please note that these dates are approximate guidelines and may change*