Evansville Preservation Commission

Application for Certificate of Appropriateness Process

- ***STEP 1***

  Pick up an application from the Department of Metropolitan Development, Room 306 of the Civic Center Complex.

- ***STEP 2***

  Return the completed application to the Department of Metropolitan Development **no later than 4:00 p.m. twelve (12) calendar days preceding the meeting**.

  All Applications must include: (Use this as your checklist)

  1. **Narrative description of the project (use additional pages if needed).**
  2. **Photograph of site and/or building, existing conditions and areas of proposed changes.**
  3. **Site plan, scaled architectural plan and/or elevation including detailed dimensions, detailed location and position.**
  4. **Product descriptions including paint chips and samples of materials.**
  5. **Required - proof of notification of neighbors—front, sides, and back, including across streets and alleys—by certified mail and return receipts requested no less than (10) days prior to the Commission meeting. (We want the green slips that the post office stamps showing that you sent the notification by certified mail.)**
  6. **Application fee of $25.00. Please make checks payable to:**
     The Department of Metropolitan Development

  NOTE: Please provide one original and 11 copies of Items 1-4. Applications, which do not include the above items, will not be accepted.

- ***STEP 3***

  Completed applications are due in the Department of Metropolitan Development office by **4:00 p.m. twelve (12) calendar days** preceding the meeting in order to be processed for the agenda.

  The Historic Preservation Officer will review your application and provide written comments and recommendations to the Commission at least 48 hours prior to the Commission meeting.

- ***STEP 4***

  You, or your representative, must attend the Commission meeting which are generally held on the First Wednesday of each month at 5:30 p.m. in room 318.

- ***STEP 5***

  - If your application was **approved**, you may proceed to Area Plan and the Building Commission for your permits, if required.
  - If your application was **NOT approved**, the Commission must state its reason for denial in writing and will advise the applicant. The Commission may grant a thirty (30) day extension.

Evansville Preservation Commission
Department of Metropolitan Development
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