

**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

**CITY OF VALPARAISO HISTORIC PRESERVATION COMMISSION  
DEPARTMENT OF PLANNING  
166 LINCOLNWAY  
VALPARAISO, IN 46383**

All information requested must be completed on this application. If you have questions, please call the Valparaiso Planning Department, (219) 462-1161.

Application is hereby made for a Certificate of Appropriateness as REQUIRED under Ordinance Number 3, 2006 Section 118.06 of the City of Valparaiso, Indiana. For any structure located in a locally designated historic district, a Certificate of Appropriateness must be issued by the Valparaiso Historic Preservation Commission before a permit is issued for, or work is begun on, any of the following: demolition or moving of any building; a conspicuous change in the exterior appearance of existing buildings by additions, reconstruction, alteration, or maintenance involving exterior color changes; any new construction; a change in exterior walls or fences or construction of exterior walls and fences; or a conspicuous change in the exterior appearance of non-historic buildings subject to view from the public way by additions, reconstruction, alteration, or maintenance involving exterior color change.

In addition to this application, there may be requirements of other state and/or local laws and regulations with which you must comply in order to undertake the project.

After the petitioner's application is accepted, they will be contact for a pre-meeting consultation.

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Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

ADDRESS WHERE WORK IS TO BE DONE \_\_\_\_\_

Existing Use of Structure (residential, commercial, etc.) \_\_\_\_\_

Proposed Use of Structure \_\_\_\_\_

Description of Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following documents **maybe required**, as applicable to the project, submit electronically if possible:

Site Plan \_\_\_\_\_ Legal Description \_\_\_\_\_ Photographs \_\_\_\_\_ Building Plans \_\_\_\_\_  
Samples/Swatches \_\_\_\_\_ Other \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Listed below are the **most common reasons to apply** for a COA. If you have questions as to whether or not your project requires a COA, please call the City Plan Commission office.

roofs	air conditioners	driveways
windows/doors	solar collectors	curb cuts
siding	antennas/satellite dishes	fencing
additions	garages	signs
new construction	sheds/outbuildings	demolition
patios/decks	retaining walls	moving a structure
steps	new exterior paint colors	sidewalks
major landscaping changes		

**A Certificate of Appropriateness is not required for the following:**

(from Rules of Procedure, Article 12)

- Replacement of foliage up to four feet full grown height.
- Landscape maintenance, pruning, or replacement of foliage with plants of similar type and size.
- Removal of trees smaller than eight inches in diameter for shade and evergreen trees and four inches in diameter for ornamental trees.
- Repair or replacement of existing sidewalks, driveways, and steps not attached to a building.
- Any work, visible from the street, that does not change the present form of the property and is done as normal maintenance of the property.

The removal of inappropriate fences,

- Chain-link fences (once removed, they cannot be replaced),
- Board-on-board, board and batten, basket weave, louver, split rail, and stockade (see Common Wood Fence Types),

The installation of a single, wall-mounted mailbox near the main entrance on the front of the structure.

The following roofs and gutter repairs and maintenance,

- Repair of storm damaged roof areas if the surface matches the existing,
- Replacement of up to 50% of deteriorated roof shingles on any roof surface if they match the existing roof shingles,
- Repair or reroofing of any flat roof provided it is not visible from the ground and its shape is not altered,
- Repair or relining of built-in gutters provided no portion of the gutter visible from the ground is altered,
- Replacement of deteriorated portions of existing gutters if the replacements match that of the portions removed,
- Replacement or installation of mechanical equipment, skylights, or vents on a flat roof provided the new element is not visible from the ground.

A COA is not required to paint a structure when colors are approved by the staff of the Commission prior to commencing work.

**Deadline**

January 2<sup>nd</sup>  
February 6<sup>th</sup>  
March 5<sup>th</sup>  
April 2<sup>nd</sup>  
May 1<sup>st</sup>  
June 4<sup>th</sup>  
July 2<sup>nd</sup>  
August 7<sup>th</sup>  
September 3<sup>rd</sup>  
October 1<sup>st</sup>  
November 5<sup>th</sup>  
December 3<sup>rd</sup>  
January 1<sup>st</sup>

**HPC Meeting Date**

January 17<sup>th</sup>, 2008  
February 21<sup>st</sup>  
March 20<sup>th</sup>  
April 17<sup>th</sup>  
May 15<sup>th</sup>  
June 19<sup>th</sup>  
July 17<sup>th</sup>  
August 21<sup>st</sup>  
September 18<sup>th</sup>  
October 16<sup>th</sup>  
November 20<sup>th</sup>  
December 18<sup>th</sup>  
January 15<sup>th</sup>, 2009

Applications are due on the date's above. If applications are turned in after the due the Historic Preservation Commission has the right to table the application until the following month asking for staff and historic landmarks review. Applications are reviewed by City Staff and representative from Historic Landmarks Foundation of Indiana. A thorough review of each project is needed, to do this a representative from the Historic Landmarks Foundation of Indiana will visit the property and review the project with the owner. Please fill out all the application in detail.