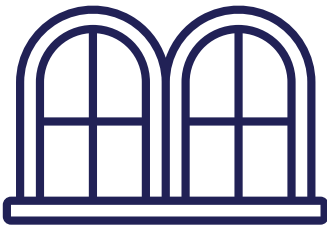




CITY OF SOUTH BEND AND ST. JOSEPH COUNTY HISTORIC PRESERVATION COMMISSION



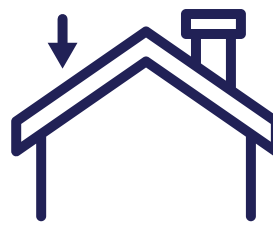
YES! You need a COA for that.



Replacing or Removing
Windows



Fences



Replacing
a Roof



Work on Gutters
Soffit or Fascia



Adding or enclosing
a Deck or Porch



Demolition of
Any Kind



Removing or
Replacing Siding



Work on
Garages



Additions or New
Structures (Shed etc.)



Removing a
Mature Tree



Masonry



Concrete Work or
Hard Landscaping

COA applications can be found online at www.southbendin.gov/hpc-coa.

This list of items that require a COA is not exhaustive. Please contact staff to ensure a COA is not required before proceeding with work.

You can check to see if your address is a designated Historic Landmark or within a designated Historic District online at www.southbendin.gov/hpc.

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

1400S County-City Building | 227 W. Jefferson Blvd. | South Bend, Indiana 46601 | p 574.235.9371 | f 574.235.9201 | southbendin.gov

How does the process work?

When do I need a Certificate of Appropriateness (COA) from the Commission?

A COA is required for changes to any part of the building and site. Routine maintenance does not require a COA.

How much does it cost?

General repair and maintenance – no fee

COA – **\$20**

Do I have to have a contractor selected before applying?

No. The best practice is to have a proposed project approved prior to finalizing, signing, and paying a deposit to a contractor. Sometimes the project may change during the review process.

Apply for a Certificate of Appropriateness (COA).

Complete a COA application online.

Apply Online: www.southbendin.gov/hpc-coa

What information is required for a COA Application?

The Commission has a simple form to assist property owners in outlining their project and for the Commission members and staff to have enough information to complete a review. General information about the location and ownership of the property, contractor information, description of the work proposed, specifications of work and materials proposed, a site plan or other drawings and photographs are all required.

What is the deadline for a COA Application?

Two (2) weeks prior to the regular Commission meeting date, by end of business day.

A list of meeting dates and deadlines can be found at: <https://docs.southbendin.gov/WebLink/0/doc/390351/Page1.aspx>

What happens after I apply?

If you have not already met with a staff person, you will probably be contacted to answer any questions they may have and to schedule a site visit. Staff will prepare a report to the Commission detailing your proposed project, how it does/does not conform to the Standards. Your application will be part of the next Commission meeting agenda, where the Commission will review the staff report with your application and any supporting documents, photos, etc. There will be opportunity for you to speak about your project and answer questions the Commission may have before they vote to approve (or deny). A decision is made at the meeting.

What projects can be approved by staff and what projects must go to the full Commission?

The Commission has approved a wide range of projects that can be approved administratively by the staff. This process was created

to assist owners by keeping approval time to a minimum while meeting the legal responsibilities held by the Commission. If a project follows the Standards for the proposed project, staff may approve the project and you do not have to wait for a full Commission meeting.

When/where does the full Commission meet?

The Commission meets on the third Monday of each month. Meetings begin at 6:00 p.m. in the Council Chambers on the 4th Floor of the County–City Building, unless otherwise noted.

Will I be notified and how does the Commission let me know about the meeting and decision?

A copy of the agenda, including your COA application, along with the time and place of the meeting will be emailed to you. If you prefer, a paper copy can be mailed to you, upon request.

Do I have to attend the meeting? Can I send someone else? Can I call in? Who can comment?

It is important that you and/or your representative attend the meeting to answer questions. COA applications can be denied for lack of information or representation. Telephone participation is generally not allowed. The public is also offered an opportunity to comment in support or against your project during the meeting.

Retroactive COAs—I already did the work but did not get approval now what?

Applications for the approval of work already completed, known as retroactive applications, can be heard by the Commission. As the Commission does not favorably consider retroactive applications, an additional fee may be charged.

My COA was approved—what happens next?

Certificates Of Appropriateness will be filed with the Building Department of South Bend and St. Joseph County when the applicant also is required to obtain a building permit, or other such permit issued by that department. When no building or other permits are required from the Building Department, the Certificate can be mailed or emailed directly to the applicant.

How long is a COA valid? Can it be extended?

One (1) year. Certain circumstances may qualify for extension.

Do I need other building permits or variances?

A COA is needed before the building department will issue a permit. However, a COA approval and these guidelines relate only to the historic elements of the District, site, and building. Other city building codes may also need to be followed. Find out information about other city codes at: www.southbendin.gov/department/community-investment/. Or contact: **574-235-9371**