

HISTORIC PRESERVATION COMMISSION

OF SOUTH BEND AND ST. JOSEPH COUNTY

County—City Building, South Bend, IN 46601 http://www.southbendin.gov/government/department/community-investment Phone: 574/235.9371 Fax: 574/235.9021

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Timothy S. Klusczinski, President

A Certified Local Government of the National Park Service

Elicia Feasel, Historic Preservation Administrator

APPLICATION FOR A — CERTIFICATE OF APPROPRIATENESS

OFFICE US	TE ONLY>>>>> DO NOT COMPLETE ANY ENTRIES CONTAINED IN THIS BOX <<<< OFFICE USE ONLY	
Date Received: _		
Past Reviews:		
Staff Approval au	uthorized by: Title:	
Historic Preservation Commission Review Date:		
	Local Landmark Local Historic District (Name)	
	National Landmark National Register District (Name)	
Certificate Of App	propriateness: Denied Tabled Sent To Committee Approved and issued:	
Address of Prope	erty for proposed work:	
	ty Owner(s): Phone #:	
Address of Prope	erty Owner(s):(Street Number—Street Name—City—Zip)	
Name of Contrac	ctor(s): Phone #:	
Contractor Company Name:		
Address of Contractor Company:		
	(Street Number—Street Name—City—Zip)	
Current Use of Building: (Single Family—Multi-Family—Commercial—Government—Industrial—Vacant—etc.)		
m 455 **		
Type of Building	Construction:(Wood Frame—Brick—Stone—Steel—Concrete—Other)	
Proposed Work: (more than one bo	In-Kind Landscape New Replacement (not in-kind) Demolition ox may be checked)	
Description of Proposed Work:		
	and/or Contractor e-mail:	
Owner e-mail: _	and/or Contractor e-mail:	

By signing this application I agree to abide by all local regulations related to project and to obtain a Building Department Permit, if applicable.

APPLICATION FEE

The following schedule of fees shall apply to any *Application for a Certificate Of Appropriateness*:

Routine Maintenance Exclusion (Staff Approval) \$ 20.00

or

Commission Review \$ 20.00

Payment <u>must</u> accompany the application at the time of submission. For electronically submitted application, payment must reach the HPC office within 48-hours following transmission.

REQUIRED DOCUMENTATION AND SITE PLANS

The Historic Preservation Commission of South Bend and St. Joseph County cannot render judgment nor process an Application without specific documentation. Comprehensive documentation protects both the owner of the property submitting the Application as well as providing a complete understanding of the project for the commissioners and staff when rendering a decision. Problems often occur during a project review or during the execution of the project when one or both parties are unclear as to the specifics. *Applications will NOT be processed without all required fees and documentation.*

When an Application has been scheduled for any meeting where a review and decision are to be rendered, the owner and any architect or contractor (s) retained for the project must attend such meetings. Failure by the owner, architect, or contractor to attend such meetings may result in denial of the Application due to insufficient presentation.

Documentation shall include: detailed written description of the project including materials to be used, scale, dimensions, construction methods, finished, manufacturers' brochures and specifications and photographs of the area (s) which the project will affect.

Photographs may be submitted in digital format, or in photographic print. When a project involves blueprints and/or site plans, one (1) set shall be submitted with the Application. Any documentation submitted to this office cannot be returned to the applicant.

INSPECTION AUTHORITY

All projects will be inspected during and following execution, for compliance with the decision (s) rendered by the Historic Preservation Commission of South Bend and St. Joseph County.

Owner acknowledges that while the Historic Preservation Commission only considers Certificates of Appropriateness for exterior features, under certain circumstances it may be necessary for the Commission Staff to have access to the interior of the building in order to accurately assess the condition of the exterior feature and that the lack of access to the interior may prevent the Commission Staff from making a favorable recommendation.

Any work performed on a historic landmark or in an historic district which does not conform to the Certificate of Appropriateness certificate, shall be immediately halted by the Historic Preservation Commission and the Building Department of South Bend and St. Joseph County.

INTERGOVERNMENTAL DISCLOSURE

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. *(The applicant may pick up their Certificate at that location).* When no building or other permits are required from the Building Department, the Certificate will be mailed directly to the applicant.

TO ENSURE YOUR APPLICATION CAN BE PROCESSED IN A TIMELY MATTER WITHOUT DELAY, PLEASE INCLUDE THE FOLLOWING DOCUMENTATION WHEN APPROPRIATE:

	Certificate of Appropriateness application
	Written description of the project (materials to be used, scale, dimensions, construction methods, alterations, etc.)
	Materials to be used (Supplemented with manufactures' brochures and specifications)
ч	Site Plan showing existing buildings & structures and proposed project (for new construction, additions,
	paths, terraces, patios, fences) Photographs
	Blueprints/Drawings
Ч	Application fee - \$20.00