

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

HCPC Petition # _____ District _____ Zoning _____

NOTICE

This application must be accompanied by cash or check for Twenty-Five Dollars (\$25.00) and all the necessary information and documents as may be required. Petitioner is responsible for publishing legal advertisement in the newspaper and responsible for associated costs as required by the Commission's Rules of Procedure. **The petitioner must be present at the meeting.**

APPLICANT INFORMATION:

Name of Applicant(s) _____

Address of Applicants(s) _____ Phone _____

City _____ State _____ Zip Code _____

OWNER INFORMATION:

Name of Owners(s) _____

Address of Owner(s) _____ Phone _____

City _____ State _____ Zip Code _____

Premises Affected _____

Legal Description _____ (Attach if necessary)

Nature of Improvements _____ (Attach if necessary)

Type of Improvements (circle): New Construction Change of Use Restoration

Signage Rehabilitation Alteration Demolition

A detailed description of the proposed changes or construction must accompany this application. Failure to provide this additional information will result in this application being delayed until such time the description is received.

The above information, to my knowledge and belief, is true and correct.

Signature of Owner

Signature of Applicant

State of Indiana, County of Madison, ss:

Subscribed and sworn to before me this _____ day of _____,

Notary Seal

My Commission Expires _____

Notary Public
Resident of _____ County

PROVISIONS FOR FILING FOR A CERTIFICATE OF APPROPRIATENESS

1. No later than 12:00 p.m. (Noon) Twenty-eight (28) days prior to the meeting date of the Historical and Cultural Preservation Commission (the third Monday of each month), the Petitioner **must** submit the following items to the Planning Department:
 - a. The application for a Certificate of Appropriateness signed, individually;
 - b. A detailed description of the changes being proposed
 - c. A site plan
 - d. A rendering (or photo) of the proposed changes
 - e. A check (*made out to: Anderson City Controller*) or cash in the amount of twenty-five (\$25.00) dollars.

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THE APPLICATION:

NEW CONSTRUCTION/ADDITION/NEW SIGN - Submit a detailed site plan including the setbacks from the property lines, structure size, lot size, etc., a structural rendering, and materials to be used. (A sample of materials may be required).

CHANGE OF USE - Submit a detailed written description of the proposed change of use and a detailed site plan of the property including any signage.

RESTORATION/REHABILITATION/ALTERATION - Submit illustrative drawings of how the structure currently exists and how it will appear when completed.

2. The rules of the Board of Zoning Appeals require that the legal description be published in the newspaper.
 - a. The petitioner is responsible for preparing and submitting the Notice of Public Hearing (legal advertisement) to the newspaper for publication. The legal advertisement must be published at least ten (10) days prior to the meeting date, but not more than twenty (20) days prior to the meeting date. The petitioner shall provide a copy of the newspaper legal advertisement to the Planning Department prior to the public hearing. The petitioner shall assume all costs associated with the publication of the legal notice.
 - b. The newspaper requires two days lead time before the Notice of Public Hearing can be advertised.
 - c. The Notice of Public Hearing to be published in the newspaper must be on forms prescribed by the Commission or staff.
3. Remain in communication with the Community Development & Long Term Planning Department so that a meeting may be arranged in the event there are any foreseeable problems which may occur in your request.
4. In order for your request to be heard at the next meeting the application, supporting documentation such as a detailed description of what is being proposed, site plan,, and a rendering of the changes must be submitted by the required deadline. Failure to comply with the above deadline will result in a continuation of your petition until the next meeting.

5. After the HCPC meeting, if your request is approved, a Certificate of Appropriateness and an Improvement Location Permit, if necessary, will be issued. the day following the meeting date after 1:00 p.m. **The Proof of Publication of the legal description must be submitted prior to the issuance of the Certificate of Appropriateness and/or necessary permit(s).**
6. If the petitioner has a vested interest such as a lessee, a contract purchaser, etc., a copy of the actual written agreement must be submitted with the application. The actual cost of the contract may be deleted.
7. The Historical and Cultural Preservation Commission=s regular meeting date is the third Monday of each month at 4:30 p.m. (EST) in the City Council Chambers, located in City Hall at 120 East 8th Street, Anderson, Indiana.
8. The petitioner or a representative must attend the meeting or the petition will not be heard.
9. For more information contact the Community Development and Long Term Planning Department at: 120 East 8th Street, Anderson, IN 46016, call 765-648-6097, e-mail: historic@cityofanderson.com, or our home page on the Internet: www.cityofanderson.com

DEFINITION OF HISTORIC PRESERVATION TERMS:

RESTORATION - Maintaining the original or unimpaired character of a site, structure, or district as it was at the time of construction. Any restoration work would return the site, structure, or district to its original state.

REHABILITATION - Maintaining the existing character of the site, structure, or district and whenever possible, returning it to its original state.

ALTERATION - Modifying the existing character of the site, structure, or district.

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MUST INCLUDE AT THE TIME OF FILING THE FOLLOWING:

THE APPLICATION COMPLETELY FILLED OUT CORRECTLY WITH ORIGINAL SIGNATURES
NOTARIZED - NO COPIES

FILING FEE OF \$25.00

DETAILED NARRATIVE DESCRIPTION OF THE CHANGES PROPOSED

A DETAILED SITE PLAN WITH DIMENSIONS

A RENDERING (DRAWING) OF HOW IT WILL LOOK WHEN COMPLETED

(STAFF MAY REQUIRE SAMPLE MATERIALS)

**IF ALL OF THE ABOVE ITEMS ARE NOT INCLUDED, THE APPLICATION WILL NOT BE ACCEPTED
OR DOCKETED.**

YOU MUST BE PRESENT AT THE PUBLIC MEETING

PETITIONER IS TO PUBLISH NOTICE OF PUBLIC HEARING IN NEWSPAPER

PETITIONER SHOULD REMAIN IN COMMUNICATION
WITH STAFF

IT IS AGAINST THE RULES OF THE COMMISSION TO DISCUSS THIS MATTER WITH COMMISSION
MEMBERS PRIOR TO THE MEETING

**INSTRUCTIONS FOR DRAWING A SITE PLAN FOR A
CERTIFICATE OF APPROPRIATENESS FROM THE
HISTORICAL AND CULTURAL PRESERVATION COMMISSION**

Draw a site plan including the following:

- A. Lot dimensions
- B. All existing permanent structures and their dimensions on the parcel of land.
- C. Any proposed structures and their dimensions on the parcel of land.
- D. Location of Street
- E. North Arrow
- F. Scale to which the site plan is drawn. i.e. 1 inch equals 20 feet (1"=20') or 3/32 of an inch equals 1 foot (3/32" = 1').
- G. Address of property to which the improvement is being made.

**HISTORICAL AND CULTURAL PRESERVATION COMMISSION
ANDERSON, INDIANA
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Historical and Cultural Preservation Commission of Anderson, Indiana, on the _____ day of _____, _____, at 4:30 P.M. (EST) in City Council Chambers located in City Hall at 120 East Eighth Street, Anderson, Indiana, will hold a public hearing on the following proposed issuance of Certificate of Appropriateness in accordance with the provisions of the Historical and Cultural Preservation Ordinance #5-77, as amended, for the City of Anderson, Indiana, a part of the Comprehensive Plan for the City.

Certificate of Appropriateness for (Insert type of improvement) (Insert Legal Description)

(Insert Address of Property)

Written suggestions or objections to said issuance of Certificate of Appropriateness may be filed with the Director of the City Plan Commission at the time and place specified.

Interested persons desiring to present their views on said proposed issuance of Certificate of Appropriateness, either in writing or verbally, will be given the opportunity to be heard at the above time and place.

HISTORICAL AND CULTURAL PRESERVATION COMMISSION ANDERSON, INDIANA

By: Linda Dawson, Director
City of Anderson Community Development & Long Term Planning

ANDERSON HERALD-BULLETIN: (Insert Publication Date)

2008 CALENDAR

HISTORICAL & CULTURAL PRESERVATION COMMISSION

ANDERSON, INDIANA

REGULAR MEETING TIME: 4:30 P.M.
 MEETING PLACE: COMMON COUNCIL CHAMBERS
 120 EAST EIGHTH STREET
 FILING FEE: \$25.00 PER APPLICATION

FILING DEADLINE	TEN DAY PERIOD TO ADVERTISE NEWSPAPER LEGAL NOTICE BETWEEN (1 DAY ONLY)	PACKETS DISTRIBUTED FOR MEETING: (MONDAY)	MEETING DATE (USUALLY 3 RD MONDAY OF EACH MONTH)
DECEMBER 17	2007 2008 DECEMBER, - JANUARY 19 - 29	JANUARY 7	JANUARY 14, 2008
JANUARY 11	2008 JANUARY - FEBRUARY 22 1	FEBRUARY 4	FEBRUARY 11*
FEBRUARY 14	FEBRUARY - MARCH 26 7	MARCH 10	MARCH 17
MARCH 21	APRIL 1 11	APRIL 14	APRIL 21
APRIL 18	APRIL - MAY 29 9	MAY 12	MAY 19
MAY 16	MAY - JUNE 27 6	JUNE 9	JUNE 16
JUNE 20	JULY 1 11	JULY 14	JULY 21
JULY 18	JULY - AUGUST 29 8	AUGUST 11	AUGUST 18
AUGUST 15	AUGUST - SEPTEMBER 26 5	SEPTEMBER 8	SEPTEMBER 15
SEPTEMBER 19	SEPTEMBER - OCTOBER 30 10	OCTOBER 13	OCTOBER 20
OCTOBER 17	OCTOBER - NOVEMBER 28 7	NOVEMBER 10	NOVEMBER 17
NOVEMBER 14	NOVEMBER - DECEMBER 25 5	DECEMBER 8	DECEMBER 15

1. Dates of meetings may be changed without further notice.
2. Petitioner is responsible for publishing legal advertisement in the newspaper and responsible for costs associated with advertisement.
3. Legal Description on application must be identical to legal advertisement in newspaper.
4. *Denotes date change due to a Holiday.