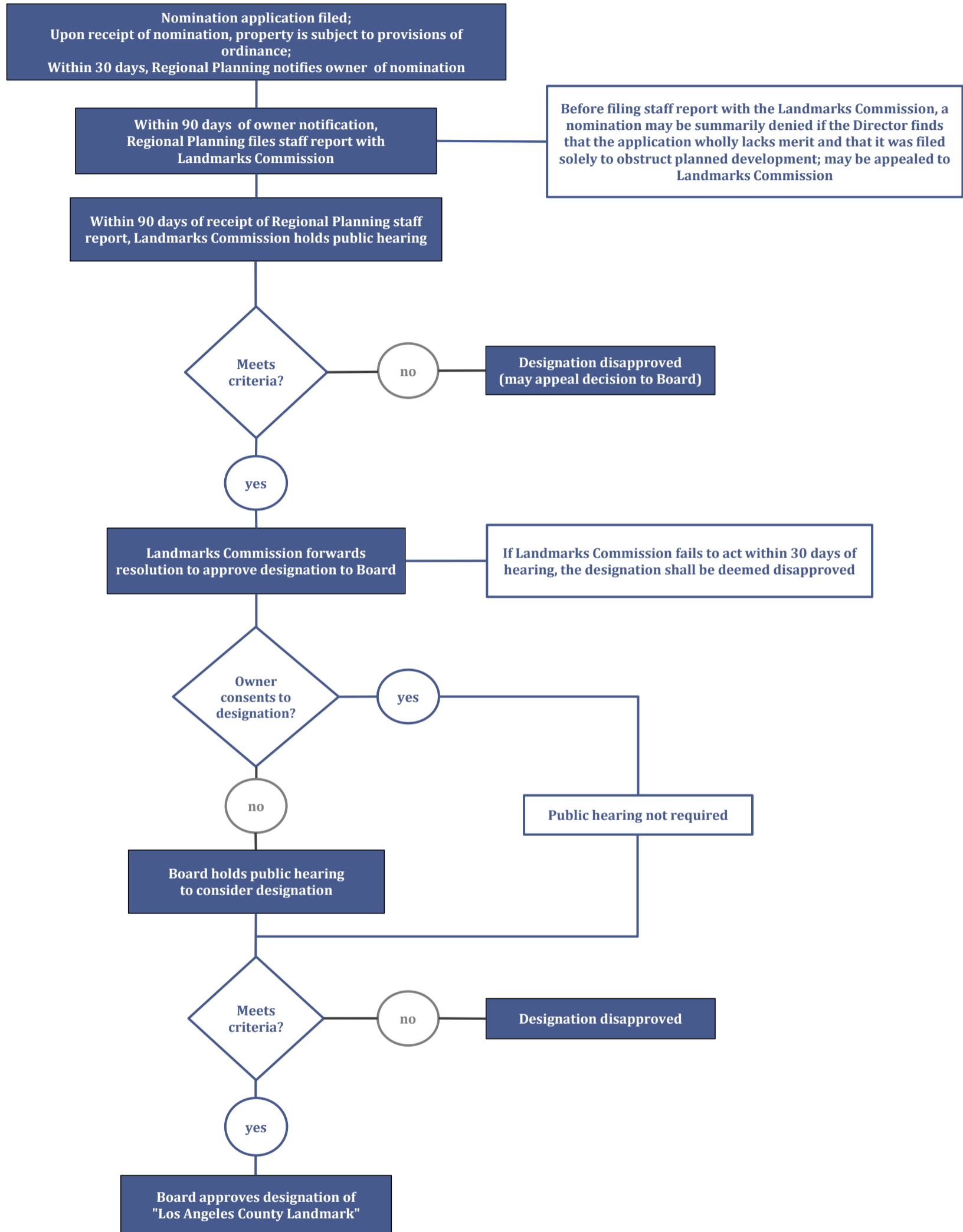


Landmark Designation Procedure

HOW TO DESIGNATE A LANDMARK

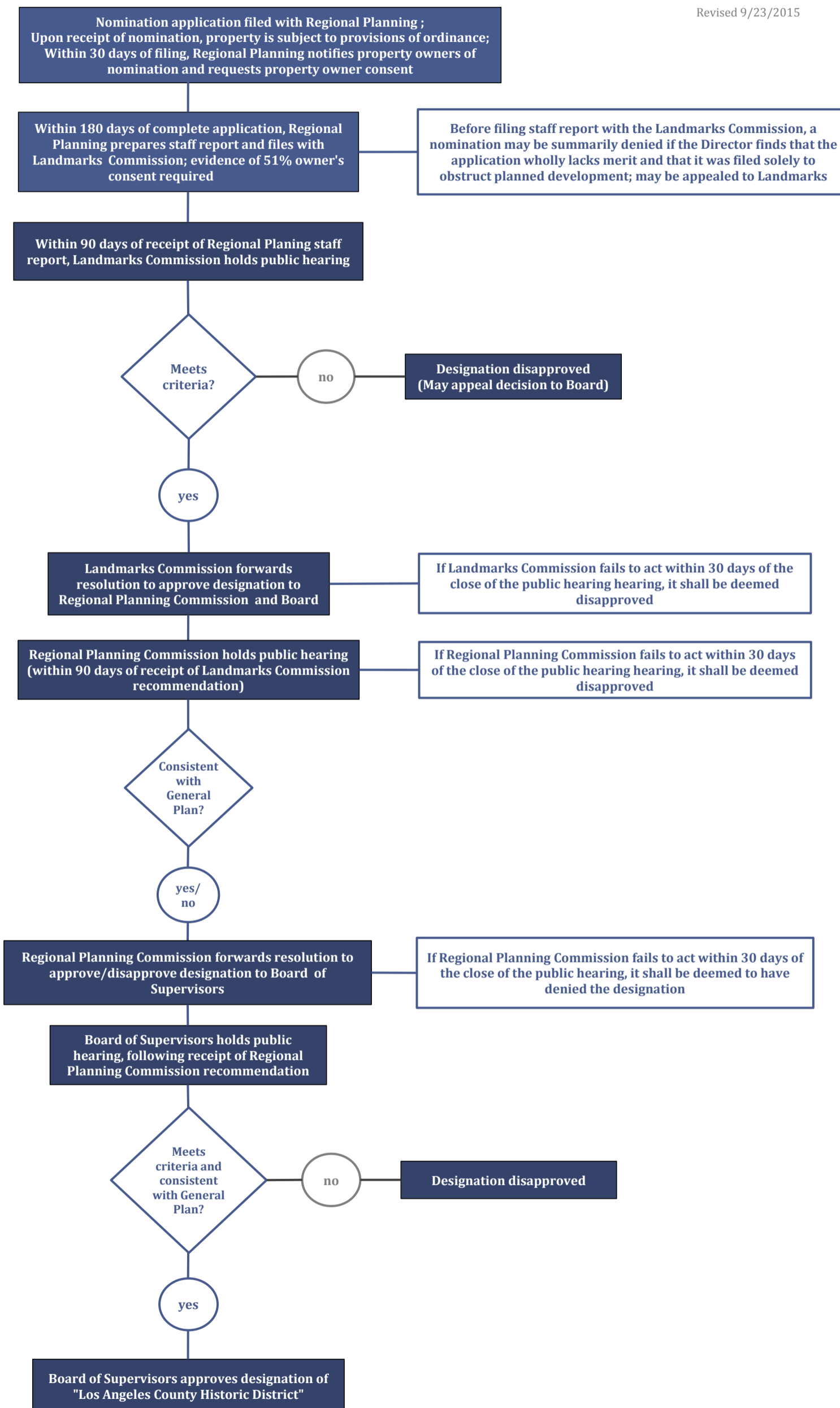
Revised 9/23/2015



Historic District Designation Procedure

HOW TO DESIGNATE A HISTORIC DISTRICT OVERLAY ZONE

Revised 9/23/2015



Certificate of Appropriateness Procedure

HOW TO OBTAIN DEVELOPMENT APPROVAL

Revised 9/23/2015

Certificate of Appropriateness required for development ,except for:

- Maintenance and repair
- Work which may be exempt by the designating resolution or ordinance
- Interior alterations, unless designated
- Sign copy changes
- Street improvements, unless designated
- Work to correct unsafe conditions

Application is filed with DRP; determined complete within within 30 days

Work is reconstruction, rehabilitation, restoration, or addition less than 500 s.f.?

yes

Work is consistent with standards?

yes

Administrative Certificate of Appropriateness is approved

no

Within 180 days of receipt of Regional Planning report, Landmarks Commission holds public hearing

Within 30 days of hearing, Landmarks Commission shall approve, approve with modifications, or deny the application

Decision may be continued for a period not to exceed 180 days if findings are made that work proposed may have an adverse effect on the landmark or character-defining feature in historic district and if an extension of time is needed to investigate alternatives

Work consistent with

yes

Certificate of Appropriateness is approved

no

Request is disapproved (may appeal decision to Landmarks Commission)

Request is disapproved (may appeal decision to Board or file application for a Certificate of Economic Hardship)

Addition: An extension or increase in floor area or height of a building or structure.

Maintenance and Repair: Is any work done to correct the deterioration, decay of, or damage to a building, structure or lot, or any part thereof, including replacement in-kind where required, and which does not involve a change in the existing design or materials.

Rehabilitation: The act or process of making possible an efficient compatible use for a property through repair, alterations, and additions while preserving those portions or features of the property that convey its historical, cultural, or architectural values. For the purposes of this definition, "compatible use" means the property's historical use or a new use that requires minimal change to the property's distinctive materials, features, spaces, and spatial relationships.

Restoration: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of removing features of the property from other periods in its history and reconstructing its missing features from the restoration period.

Reconstruction: The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Certificate of Economic Hardship Procedure

HOW TO OBTAIN A CERTIFICATE OF ECONOMIC HARDSHIP

Revised 9/23/2015

