

## Certificate of Appropriateness Instructions

A Certificate of Appropriateness is the approval granted by the Newburgh Historic Preservation Commission to a property owner for proposed improvements to the exterior of a structure or a site located within a Historic District. A Certificate of Appropriateness is required before a building permit is issued, although not all improvements requiring a Certificate of Appropriateness require a building permit. An application for a Certificate of Appropriateness should be filed with the Zoning Administrator.

A completed application includes the following:

- Completed Application for Site Improvement Permit
- Attachment A (for renovation)
  - Photographs indicating existing condition
  - Description or samples of materials to be used
  - Written description of work to be performed
  - For a substantial renovation, site plans, elevations, and additional supporting materials necessary for the Commission to make an informed decision
- Attachment A (for new construction)
  - Site plan indicating existing structures, major landscaping, and location of proposed new building(s)
  - Photographs showing a view of the street with the building site and with adjacent properties
  - Elevations of proposed new building(s)
  - Sample material/product literature
- Attachment B (for Commission review only), legal description of the property
- Certificate of Appropriateness application fee of \$25.00, made payable to the Town of Newburgh
- Other Site Improvement Permit fees if applicable

An Application for a Site Improvement Permit is available from the Historic Preservation Commission Administrator's office (Zoning Administrator) or the Town's web site. **If the proposed work complies with the Newburgh Historic Preservation Guidelines, the Administrator may issue a Certificate of Appropriateness.** If the proposed work does not comply with these guidelines or if the Administrator determines the necessity for Commission review, applicant shall then appear before the Historic Preservation Commission.

The following requires Commission review as prescribed by IC 36-7-11-4.3:

- The demolition of a building
- The moving of a building
- The construction of an addition to a building
- The construction of a new building

The Administrator will advise the applicant if a Commission review is required and the scheduled date thereof. The burden is upon the applicant to prove the elements necessary for approval by the Administrator or Commission review. In the event of a Commission review, failure of the applicant to receive a majority vote of a duly constituted quorum in favor of the application for a Certificate of Appropriateness shall be deemed a denial of the application by the Commission. At a Commission review, the Administrator shall first present an analysis of the application or issue before the Commission. Next the applicant shall present in favor of the application.

- Any application for a Certificate of Appropriateness shall remain valid for ninety (90) days after it has been filed.
- A Certificate of Appropriateness shall remain valid for six (6) months after it has been issued.