



## APPLICATION FEE

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

<b>Routine Maintenance Exclusion (Staff Approval)</b>	<b>\$ 20.00</b>
or	
<b>Commission Review</b>	<b>\$ 20.00</b>

Payment must 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 representation.***

Documentation shall include: detailed written description of the project including materials to be used, scale, dimensions, construction methods, finishes, 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, PER STAFF DISCRETION:**

**ALL PROJECTS:**

- Certificate of Appropriateness application
- Application fee \$20.00 by mail or by calling 574/235.5912
- Written description (existing condition, evaluation by repair professional)
- Overview of project (materials, scale, dimensions, construction methods, alterations, etc.)
- Photographs (full front from street view, each side effected by project, close up detail of project areas)
- Specification of material (either manufacture brochure or link to product online)

**NEW CONSTRUCTION, ADDITIONS, FENCES, LANDSCAPING:**

- Site Plan drawing\* or Aerial View depicting existing property lines, buildings, structures and proposed project locations

**ROOFS:**

- Site Plan drawing\* of building only overview showing building footprint and proposed project locations

**WINDOWS, SIDING:**

- Elevation drawing\* (Existing and proposed new)
- Evaluation / Quote by repair professional

**DEMOLITION (MANDATORY COMMISSION REVIEW):**

- Site Plan drawing\* or Aerial View depicting existing property lines, buildings, structures and proposed project locations
- Structural drawings / Architectural drawings

**UPON REQUEST BY STAFF:**

- Blueprints
- Drawings
- Other

\* Hand drawn is acceptable