



CITY OF SOUTH BEND AND ST. JOSEPH COUNTY HISTORIC PRESERVATION COMMISSION



Sarah Andrews
President

A Certified Local Government of the National Park Service
www.southbendin.gov/hpc

Ross Van Overberghe
Historic Preservation
Administrator

Checklist for a Certificate of Appropriateness

To ensure your application can be processed in a timely matter, please include the following documentation. Staff may request additional information.

ALL PROJECTS

- Certificate of Appropriateness Application (page 3)
- Written description of existing condition (evaluation by repair professional if available)
- Photographs (each area affected by project, close up detail of project areas)
- Written description of proposed project (plans, materials, scale, dimensions, alterations, etc.)
- Specification of material (either manufacturer brochure or link to product website)
- Application fee \$20.00

FENCES, LANDSCAPING: *All projects must comply with applicable building and zoning codes.*
[South Bend Zoning Ordinance](#) [St. Joseph County Zoning Ordinance](#)

*Hand drawn plans/
elevations are acceptable*

- Site plan or aerial view showing existing property lines, buildings, structures and proposed project locations

ROOFS:

- Overhead/plan view of building showing proposed project locations

WINDOWS, SIDING, DOORS:

- Elevations (existing and proposed new)
- Photographs (each window/door/siding affected, close up detail of window/door/siding conditions)
- Quote/evaluation by repair professional

NEW CONSTRUCTION, ADDITIONS: *All projects must comply with applicable building and zoning codes.*
[South Bend Zoning Ordinance](#) [St. Joseph County Zoning Ordinance](#)

- Site plan or aerial view showing existing property lines, buildings, structures, and proposed project locations
- Structural drawings/architectural drawings

DEMOLITION:

- Site plan or aerial view depicting existing property lines, buildings, structures, and proposed project locations
- Structural drawings/architectural drawings

SPECIFIC PROJECTS REQUIREMENTS

REQUIRED DOCUMENTATION AND SITE PLANS

The Historic Preservation Commission of South Bend and St. Joseph County cannot process an Application without required documentation. Comprehensive documentation provides a complete understanding of the project. Problems often occur during a project review or during the execution of the project when the property owner, staff or commissioners are unclear as to project specifics. ***Applications will NOT be processed without required documentation.***

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.

APPLICATION FEE

The application processing fee for any Application for a Certificate Of Appropriateness is \$20

Payment must accompany the application at the time of submission. For an electronically submitted application, payment must reach the HPC office within 48 hours following transmission. Payment can be made by credit card by contacting Business License Administrator Michelle Adams at (574) 235-5912; by cash in person in the Department of Community Investment on the 14th floor of the County City Building; or by check made out to City of South Bend.

Applications will NOT be processed without the required fee.

MEETING ATTENDANCE

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

CERTIFICATE ISSUANCE

Certificates of Appropriateness will be filed with the Building Department of South Bend and St. Joseph County. A copy of the Certificate will be emailed directly to the owner and/or contractor(s) listed on the application.

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. Fines may be levied for projects not in compliance.



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Certificate of Appropriateness Application

Property Address for Proposed Work

Street Number

Street Name

City

Zip Code

Parcel ID (Office use only)

Primary Property Owner(s)

Name

Phone #

Primary E-mail

Address (if different than above)

Contractors to be used

Company

Area of Work (ex: roof, windows, landscaping)

Name

Phone #

E-mail

Company

Area of Work (ex: roof, windows, landscaping)

Name

Phone #

E-mail

Company

Area of Work (ex: roof, windows, landscaping)

Name

Phone #

E-mail

Continued on back →

Description of Proposed Work Please provide a brief detailed summary of the scope of work to be performed.

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

Signatures

Signature of Property Owner

Date