

# **CHECKLIST**

**COA Application for:**

**\_\_\_ Paint \_\_\_ Signage \_\_\_ Windows \_\_\_ Doors \_\_\_ Alteration \_\_\_\_\_**

(Check all that apply and attach documentation to COA Application)

- Photographs of existing area to be changed (Required for all applications)
- Continuation Sheets
- Sketches of proposed changes (Including dimensions/size, color, style, and location)
- Site Plan/Survey ([www.decalurcounty.in.gov](http://www.decalurcounty.in.gov)) Click on GIS Maps
- Elevations
- Floor Plans
- Samples/Material Specifications
- Copy of Historic Paint Color Chips (Available in the City Planning Office or at any paint store)
- Other \_\_\_\_\_



**CITY OF GREENSBURG  
HISTORIC PRESERVATION COMMISSION  
DOWNTOWN GREENSBURG HISTORIC DISTRICT  
CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION**

**Date Application Received** \_\_\_\_\_ **Scheduled Meeting Date** \_\_\_\_\_

The Greensburg Historic Preservation Commission, appointed by the mayor, meets monthly to review the COA applications that are subject to Commission review. The Greensburg Historic Preservation Commission cannot render judgment nor process an application without the specific documentation listed below. It is the **applicant/owner** who must provide comprehensive documentation of the proposed project with adequate information so that there is a complete understanding of the project for the Commissioners and Staff when rendering a decision. Please refer to the HPC Guidelines ([www.cityofgreensburg.com/history.html](http://www.cityofgreensburg.com/history.html)) or contact Sarah Hamer at the City Planning Office for assistance in formulating your proposal.

**Applications will not be processed without all required or requested documentation.**

**Who is required to submit a Certificate of Appropriateness Application?**

**All property owners within the Downtown Historic District are required to obtain a COA from the Planning Office at City Hall before beginning any work** (See map). If approved, a project must be initiated within one year from the date of the issuance of the COA. Please note that this is NOT a Building Permit. A separate Building Permit may be required from the Greensburg Plan Commission prior to commencement of work on the project.

***PLEASE PRINT OR TYPE***

**Project Address** \_\_\_\_\_

**Proposed Work** *(Check all that apply)*

- Exterior Alteration** (Installation/replacement of siding, change of façade, change of paint color, doors, windows, awnings, roofing, fencing, lighting, construction of an addition, walkways, etc.)
- Landscaping** (Installation of trees, street furniture, etc.)
- Signage** (New or replacement)
- Demolition** *(Provide justification for proposed demolition. Please attach a copy of the structural engineer's report if demolition is due to structural integrity concerns. Please attach an economic report if demolition is due to economic issues.)*
- New Construction**
- Relocation of a structure**
- Other** \_\_\_\_\_



All applications must be returned to the Planning Office by 4:00 p.m. fourteen (14) calendar days preceding the Historic Preservation meeting in order to be processed for the agenda. **The Applicant or his/her representative must attend the Commission scheduled meeting.** If the application is approved, the Applicant may proceed to the Planning Commission Office for a copy of the approved COA and any other permits that may be required. The approved COA, as well as any other permits, must be displayed on the front of the building until the completion of the project. If your application is not approved, the Commission must state its reason for denial in writing and will advise the Applicant. The Commission may grant a 30-day extension.

Office Staff will review your application and provide recommendations to the Commission.

**Applicant**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Property Owner(s) *(If different from Applicant)***

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

FAX Number \_\_\_\_\_

**Property Owner(s) (Continued)**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

FAX Number \_\_\_\_\_

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Applicant Name \_\_\_\_\_

Project Address \_\_\_\_\_

Date of HPC Action \_\_\_\_\_ Approved as submitted \_\_\_\_\_

Approved with Conditions (Conditions to be attached) \_\_\_\_\_

Denied – Reasons for denial \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date COA Issued \_\_\_\_\_ COA # \_\_\_\_\_

Office Staff Signature \_\_\_\_\_

HPC Signature \_\_\_\_\_

**OFFICE STAFF**

Historic Preservation Commission  
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Monday - Friday 8 a.m. - 4 p.m.  
(Closed for lunch 12 - 1 p.m.)