

Certificate of Appropriateness

Mandatory Decision Review Flow Chart

Minor Work Project

Application is reviewed by the inspection department.

Does the project call for the use of any federal, state, or local tax dollars of any nature?

YES

NO

Does the project conflict, or raise the question of even a possible conflict, with any State/Federal law, city ordinance, or design rule set forth in Design Guidelines/ City Historic Property Ordinance as determined in a light most favorable to the viewpoint of FHRC?

YES

NO

Does the project's **total cost** exceed more than \$500.00?

YES

NO

After obtaining the proper permits property owner may begin work.

Major Work Project

Property owner submits application with required materials by specified date.

Planning Department posts public notice regarding the applicants property.

FHRC holds public meeting to review proposed project.

APPROVED

FHRC issues a COA based on ordinances and guidelines.

After obtaining the proper permits property owner may begin approved work.

DECLINED

FHRC denies application based on ordinances and guidelines.

Owner may revise request & submit a new application. **OR** Owner may appeal to Board of Adjustment based on procedural grounds.

The project is not waivable by the Inspections Department Senior Planner or Historic Resource Manager *and* this project must be forwarded to the FHRC for a decision regarding appropriateness.