

# Certificate of Appropriateness FAQ

## WHAT IS A CERTIFICATE OF APPROPRIATENESS?

A Certificate of Appropriateness (COA) is the permit you obtain for new construction, moving and demolition of buildings in the Maple Heights Conservation District. A property owner's plans must be reviewed by the City's Historic Preservation Commission. For most residential properties, a "COA" will never be needed, but property owners who require a COA or have questions about the application process can turn to the Commission's staff for assistance. If you think you might need a COA, this flyer will introduce the basic process and help you get started.

## CONSERVATION DISTRICT DESIGNATION AND CERTIFICATES OF APPROPRIATENESS

The Historic Preservation Commission was established in 1976 when the local historic ordinance was passed. This legislation allows the Commission to designate eligible properties or neighborhoods as "Historic Districts" or "Conservation Districts," worthy of special protection. For property owners, designation can discourage harmful demolition, increase value, and enhance status within the community.

Property owners within a historic district or a conservation district must apply for a certificate of appropriateness from the Historic Preservation Commission before undertaking certain kinds of work on their property. The review of the Commission will make sure that any changes are "appropriate" according to the guidelines for that district. For the Maple Heights Neighborhood Conservation District, only the moving, demolition or new construction of a building or accessory structure requires a Certificate of Appropriateness. (COA)

## WHEN DO I NEED A C.O.A.?

For new construction of a principal building or accessory building, for demolition or for moving, a COA is needed. The entire process, from the submission of a completed application to approval, can take no more than 30 days. A COA is **not required** for an exterior or interior remodel, an addition or enclosure on a principal building, a fence, a porch, a carport, a deck, or a shed without a permanent foundation.

## HOW DO I BEGIN?

Application forms can be picked up at the office of Housing and Neighborhood Development in Showers City Hall. No fee is charged. A few photographs, plans, a map, and a description of the work are all you need. The review will take place at the next regularly scheduled meeting of the Historic Preservation Commission.

## WHERE DO I GO?

Historic Commission meetings are scheduled the second Thursday of every month and are held in the Hooker Room of Showers City Hall. You or your representative should plan to appear to answer questions.

## WHAT DO I RECEIVE?

A Certificate of Appropriateness is much like a building permit. It should be displayed in your window while work is in progress. If your work also requires a building permit from the Monroe County Building Department, the COA should be attached to that application.

## Bloomington Historic Preservation Commission

Showers City Hall, 401 North Morton  
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