



City of Aurora

Application for Certificate of Appropriateness

Please refer to the **attached map** to determine if your property is located within the Aurora Downtown Historic District, a section of Aurora that has been determined to be architecturally, culturally, and historically significant.

The district was created by city ordinance 1993-18 in order to protect all the buildings and structures in the district boundaries. Property owners within the historic district, before performing any work other than painting or routine maintenance, are required to obtain a *Certificate of Appropriateness (COA)* from the Aurora Historic Preservation Commission. A COA is required before improvement, relocation, demolition, or sign permit can be issued by the City of Aurora followed by a Building Permit issued by Dearborn County.

If you propose making changes to the exterior of your property, including additions, new construction, demolition, relocation, alteration of accessory buildings, change or repair of existing materials, signage modifications, and site changes (includes fences, walls, etc.), you must submit your plans to the Aurora Historic Preservation Commission for approval. The City of Aurora has adopted a set of design standards to ensure that any physical changes in the historic district are compatible, attractive, and in harmony with one another. These guidelines may be found at **aurora.in.us**

Please complete pages 3 and 4, attaching all required documents. Submit your materials to the Aurora Clerk-Treasurer on the second floor of the Aurora City Hall building at 235 Main Street. Include the \$15 non-refundable processing fee at this time in cash or by check, made payable to the City of Aurora.

Applications must be received by the end of business day on the first Tuesday of each month in order to be reviewed that month. The Commission meets regularly on the third Tuesday of the month at 7:00 p.m. on the second floor of the Aurora City Hall building. *Applicants should plan to attend.* Each project will be introduced by Staff, followed by additional information and clarification from Applicants. The Commission may ask questions, and public comment will be received. A decision by the Commission will then be rendered. If you have further questions regarding the application or process, contact Jarrad Holbrook at (812) 926-0983 or jholbrook@indianalandmarks.org.

Applicant Instructions

All applications must be complete. Applicants are strongly encouraged to contact Jarrad Holbrook with Indiana Landmarks at (812) 926-0983 or jholbrook@indianalandmarks.org to ensure proper completion of this form, determine required additional documents, and arrange for a site visit. *Incomplete forms may result in delay of review.*

Blanks at the top of the sheet are for office use only. Applicants should begin with *Parcel Address*.

Parcel Address: The legal address of the proposed work.

Applicant Information: Preparer's contact information including multiple phone numbers if possible.

Owner Information: If the same as applicant, list only the name.

Contractor/Architect Information: Include the name of the individual or firm along with phone number(s) if applicable.

Type of Work: Circle ALL types of work included in the proposal.

Use: Describe the existing and proposed use of the property. This may include *single-family residence, restaurant, sporting goods store*, etc. Specificity will help the Commission better understand the proposed changes.

Submitted Documents Checklist: Check all included supporting materials. Contact Jarrad Holbrook with Indiana Landmarks at (812) 926-0983 to determine which are essential to your application. Insufficient supporting documents may delay review.

Project Description: Describe *in detail* the proposed work. This should include how existing conditions change, which materials are being replaced, and the materials being used. If multiple areas of the property are affected, or multiple changes are proposed, each must be addressed separately. Additional sheets may be added if necessary.

The section below the double line is for Staff and Commission use only.

Applicants will be notified when their applications are considered complete and have been listed on the monthly agenda. Applicants should plan to attend the review by the Historic Preservation Commission.

COA# _____

Payment: Cash _____ Check # _____ Received by: _____ Date: _____

City of Aurora

Application for Certificate of Appropriateness

All information is hereby made for a Certificate of Appropriateness as *required* by Ordinance 1993-18 of the City of Aurora, Indiana. Within the Aurora Downtown Historic District a Certificate of Appropriateness *must* be issued by the Historic Preservation Commission before a permit is issued for, or work is begun on, any of the following: demolition or moving of any building; a conspicuous change in the exterior appearance by addition, reconstruction, or alteration; any new construction; a change in walls/fences or construction of walls/fences; or a conspicuous change in the exterior appearance of non-historic buildings subject to view from the public way by addition, reconstruction, or alteration. In addition to this application, there may be requirements of other state and/or local laws and regulations with which you must comply in order to undertake the project.

Parcel Address: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone(s): _____

Applicant Email: _____

Owner Name: _____

Owner Address: _____

Owner Phone(s): _____

Owner Email: _____

Contractor/Architect Name and Contact: _____

Type of Work (circle all that apply):

- | | | |
|------------------------|------------------------------------|-------------|
| New Construction | Addition | Outbuilding |
| Material Change/Repair | Site Changes (fences, walls, etc.) | Signage |
| Demolition/Relocation | | |



City of Aurora

Certificate of Appropriateness Application

Flow of Documents

1. Applicant downloads COA application from the City of Aurora website (coming soon) or picks up hard copy at City Hall.
2. Applicant SHOULD consult with HPC Staff and arrange site visit.
3. Applicant completes COA application and delivers hard copy to City Hall by the end of business day two weeks prior to monthly HPC meeting.*
4. City Clerk staff collects COA and associated fee.
5. City Clerk staff assigns a COA number to the form and places this original hard copy in the HPC Staff mail box.
6. HPC Staff collects the completed COA application hard copies following the submission deadline.**
7. HPC Staff requests cursory review by the Dearborn County Planning & Zoning Department for potential issues.
8. HPC Staff prepares Staff Report and Recommendations.
9. HPC Staff releases submitted COA applications to HPC members digitally by *one week prior to HPC meeting*. This includes Staff Approval items if applicable.
10. HPC Staff releases Staff Report and Recommendations within two days of dispersing COA applications.
11. Historic Preservation Commission holds review meeting and determines which COA applications are approved.
12. City Manager disperses approved COA applications to applicable recipients, including Code Enforcement.

* Late applications MAY be considered for the upcoming meeting depending upon circumstances but this is not guaranteed and should be communicated as such.

** Items eligible for Staff Approval MAY be gathered before this date and approved, but this is not guaranteed and should be communicated as such.

NOTE: Per City Ordinance § 32.66, no permit may be issued and no work may begin before explicit COA approval by Staff or Historic Preservation Commission. See below.

 § 32.66 CERTIFICATE OF APPROPRIATENESS REQUIRED.

Except as provided in §§ [32.77](#) and [32.78](#) of this subchapter, a certificate of appropriateness must be issued by the Historic Preservation Commission before a permit is issued for, or work is begun, on any of the following:

- (A) Within all areas of the historic district:
 - (1) The demolition of any building;
 - (2) The moving of any building;
 - (3) A conspicuous change in the exterior appearance of historic buildings by additions, construction, alteration (including the deletion of an external architectural and historic feature), or maintenance involving exterior color changes;
 - (4) Any new construction of a principal building or accessory building or structure subject to view from a public way;
 - (B) Within a primary area of the historic district:
 - (1) A change in walls and fences or construction of walls and fences, if along public ways; or
 - (2) A conspicuous change in the exterior appearance of non-historic buildings subject to view from the public way by additions, reconstruction, alteration or maintenance involving exterior color change.
- (Ord. 1993-18, passed 12-6-93)