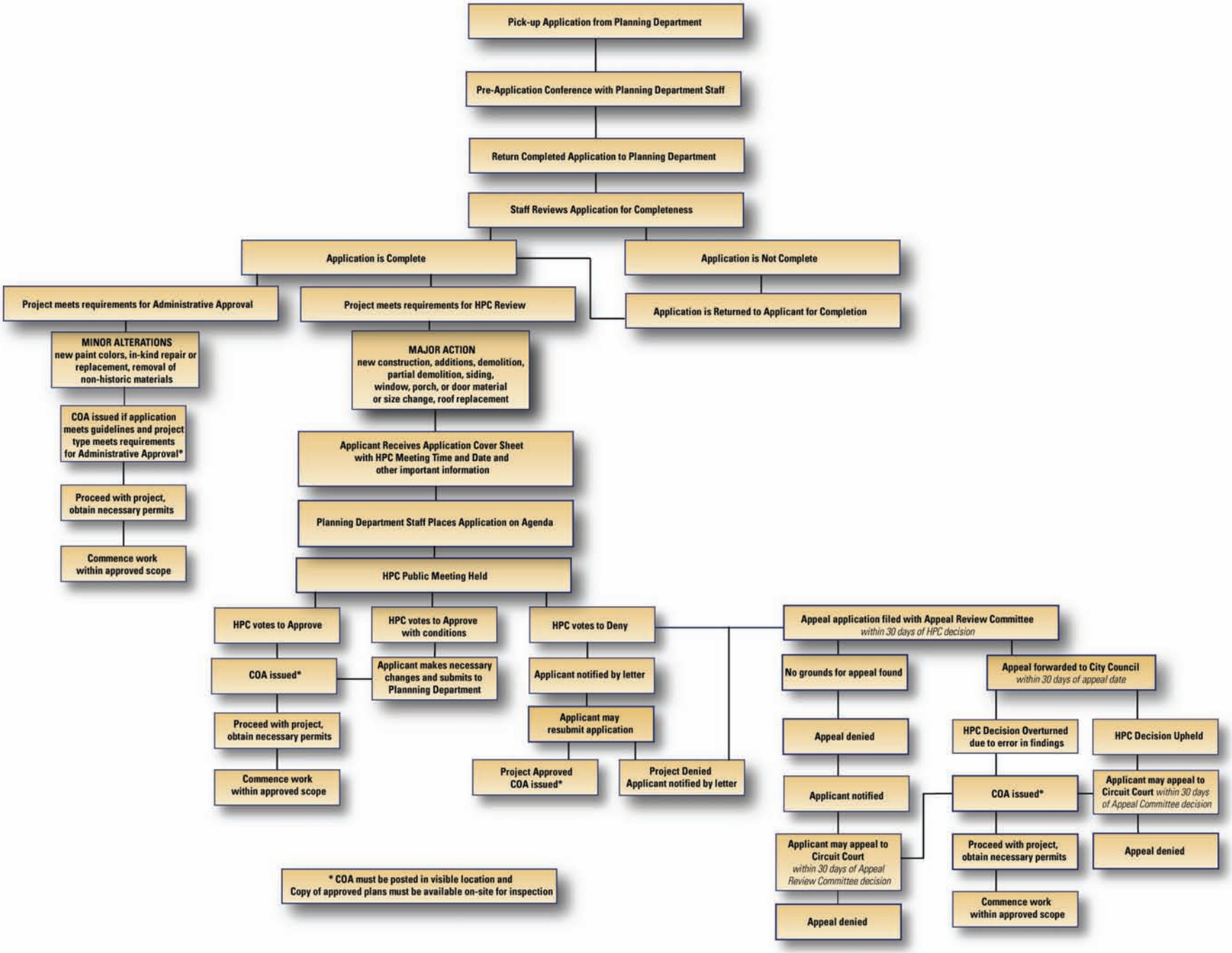
Pick-up Application from Planning Department
Pre-Application Conference with Planning Department Staff
Return Completed Application to Planning Department
Staff Reviews Application for Completeness
Application is Complete
Application is Not Complete
Application is Returned to Applicant for Completion
Project meets requirements for Administrative Approval
Project meets requirements for HPC Review
MINOR ALTERATIONS
new paint colors, in-kind repair or replacement, removal of non-historic materials
COA issued if application meets guidelines and project type meets requirements for Administrative Approval*
Proceed with project, obtain necessary permits
Commence work within approved scope
MAJOR ACTION
new construction, additions, demolition, partial demolition, siding, window, porch, or door material or size change, roof replacement
Applicant Receives Application Cover Sheet with HPC Meeting Time and Date and other important information
Planning Department Staff Places Application on Agenda
HPC Public Meeting Held
HPC votes to Approve
HPC votes to Approve with conditions
HPC votes to Deny
COA issued*
Applicant makes necessary changes and submits to Plannning Department
Proceed with project, obtain necessary permits
Commence work within approved scope
Applicant notified by letter
Applicant may resubmit application
Project Approved COA issued*
Project Denied Applicant notified by letter
Appeal application filed with Appeal Review Committee
within 30 days of HPC decision
No grounds for appeal found
Appeal forwarded to City Council
within 30 days of appeal date
Appeal denied
Applicant notified
Applicant may appeal to Circuit Court
within 30 days of Appeal Review Committee decision
Appeal denied
HPC Decision Overturned due to error in findings
HPC Decision Upheld
COA issued*
Applicant may appeal to Circuit Court within 30 days of Appeal Committee decision
Proceed with project, obtain necessary permits
Appeal denied
Commence work within approved scope
* COA must be posted in visible location and Copy of approved plans must be available on-site for inspection