



**CITY OF CARMEL**  
CARMEL HISTORIC PRESERVATION COMMISSION  
CERTIFICATE OF APPROPRIATENESS APPLICATION

**NOTICE**

*This application must be accompanied by a Twenty-Five Dollar (\$25.00) application fee and all the necessary information as required. The application will not be considered filed until all items are complete.*

|  |   |
|--|---|
| <b>Address of Property:</b> _____  |   |
| <b>Historic/Conservation District:</b> _____   |   |
| <b>APPLICANT INFORMATION</b>   |   |
| <b>Applicant Name:</b>   | _____   |
| <b>Applicant Address:</b>  | _____   |
| <b>Applicant Phone:</b>  | _____   |
| <b>Applicant E-mail:</b>   | _____   |
| <b>PROPERTY OWNER INFORMATION</b> <input type="checkbox"/> <i>Check if same as above</i> |   |
| <b>Property Owner Name:</b>  | _____   |
| <b>Property Owner Address:</b>   | _____   |
| <b>Property Owner Name:</b>  | _____   |
| <b>Property Owner Address:</b>   | _____   |
| <b>Applicant:</b>  | _____   |
|  | <i>signature</i> <span style="float: right;"><i>printed name</i></span> |
| <b>Property Owner:</b>   | _____   |
|  | <i>signature</i> <span style="float: right;"><i>printed name</i></span> |

**REQUIRED DOCUMENTATION**

The Carmel Historic Preservation Commission cannot render judgment nor process an Application without specific documentation. Comprehensive documentation protects both the applicant as well as providing a complete understanding of the project for the Commissioners when rendering a decision. Problems often occur during a project review or during the execution of the project when one or both parties are unclear to the specifics. If any required application information is unclear, the Commission's staff is willing to meet with an applicant to review the procedures.

**Certificate of Appropriateness Preparation and Approval Procedure for  
Carmel Historic Preservation Commission, Carmel, Indiana**

**THIS PROCESS MUST BE COMPLETE BEFORE A CERTIFICATE OF APPROPRIATENESS  
WILL BE ISSUED**

**COMPLETED**

*Staff will mark*

YES NO Petitioners shall contact the Carmel Historic Preservation Commission staff to discuss proposed application. Staff will determine whether or not a pre-application on-site meeting will be appropriate and advise applicant on details of the Commission's review. **It shall be the responsibility of the petitioner to become familiar with the regulations, policies, and procedures of the City of Carmel.**

YES NO **Project Information**

Legal description: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Brief description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of Improvements (*check all that apply*):

- Demolition of a building or structure
- Moving of any building or structure
- New construction of a principal building or accessory building or structure subject to view from a public way.
- For Historic Districts Only:* The conspicuous change in the exterior appearance of any historic building or any part of or appurtenance to such building, including walls, fences, light fixtures, steps, paving, and signs by additions, reconstruction, alteration, or maintenance.

YES NO **Site Plan**

Please provide a site plan that illustrates the subject property and its surrounding site. This can be hand drawn or computer rendered. You may utilize the City of Carmel GIS to create such a map (*see Appendix A for example*). The site plan should include:

- Lot dimensions
  - All existing permanent structures and their dimensions on the parcel of land
  - Any proposed structures and their dimensions on the parcel of land
  - Location of street
  - North Arrow
  - Scale to which the site plan is drawn. i.e. 1 inch equals 20 feet (1"=20')
- Address of property to which the improvement is being made

YES NO **Photos**

Provide photos of each side of the property along with any detail photos of any specific items being altered (i.e. window repair, porch rebuild, etc.).

For new construction, renderings of the proposed design are encouraged.

YES NO **Architectural Design Information**

NEW CONSTRUCTION/ADDITION/MOVING A BUILDING: Submit a detailed site plan including the setbacks from the property lines, structure size, lot size, etc., a structural rendering, and materials to be used (a sample of materials may be required).

RESTORATION/REHABILITATION/ALTERATION: Submit detailed written documentation and/or illustrative drawings of how the structure currently exists and how it will appear when completed. Include quotes from contractors or vendors that demonstrate the proposed cost of the project if you propose to use alternative materials or if you believe it will inform the commission’s decision making.

DEMOLITION: The applicant has the responsibility of presenting clear and convincing evidence to the Commission to determine the property meets the demolition standards set forth within the district’s design standards. Evidence may include:

- a report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of the structure and its suitability for rehabilitation;
- estimated market value of the property both in its current condition, and after completion of the proposed demolition to be presented by a qualified professional appraiser;
- estimate from an architect, structural engineer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure.

Consult the district’s design standards for further recommended evidence and the demolition approval process.

**SUBMIT COMPLETED APPLICATION TO:**

INDIANA LANDMARKS  
ATTN: JOSHUA BIGGS  
1201 CENTRAL AVE.  
INDIANAPOLIS, IN 46202

Or submit via email at [jbiggs@indianalandmarks.org](mailto:jbiggs@indianalandmarks.org)

**SUBMIT \$25.00 APPLICATION FEE VIA CHECK OR MONEY ORDER TO:**

CITY OF CARMEL,  
ATTN: LISA MOTZ  
1 CIVIC SQUARE  
CARMEL, IN 46032

In the memo line, please specify “COA App Fee” and property address.

*For assistance filling out this application, contact the staff of the Carmel Historic Preservation Commission at:*

*Joshua Biggs • [jbiggs@indianalandmarks.org](mailto:jbiggs@indianalandmarks.org) • 317-822-7908  
Mark Dollase • [mdollase@indianalandmarks.org](mailto:mdollase@indianalandmarks.org) • 317-822-7910*

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**From Application to Approval**

Two copies of the petition, application, or plans must be filed with the Commission at least 30 days prior to a regularly scheduled Commission meeting. The Carmel Historic Preservation Commission’s regular meeting date is the second Thursday of each month at 6:00 p.m. at City Hall, One Civic Square, Carmel, Indiana.

The Commission staff shall review any Certificate of Appropriateness applications for technical and legal compliance before entering it on the Commission’s agenda.

## **Public Hearing**

The petitioner, petitioner's attorney, or their representative with proper power of attorney should be present at a public hearing. However, written appearances by those augmenting the presentation, as well as by those either supporting or remonstrating against it will be accepted prior to or during the public hearing. Failure of the petitioner or their representative to appear may result in the petition being tabled and rescheduled for the next meeting. Public announcement of this change or dismissal at the originally scheduled meeting will be deemed sufficient notice to all parties.

The Commission is required to hold a public hearing for each Certificate of Appropriateness. The petitioner, property owner, or agent for the petitioner shall first present the facts and arguments in support of the case. Comments and questions from the Commission members may be interjected during the presentation for clarification of the subject matter. Each of those persons who wishes to comment on the petition must address the Chairperson and be recognized before speaking. Each person must state his or her name and address. To maintain orderly procedure, each side should proceed without interruption by the other side.

The Chairperson shall close the public hearing after hearing the staff comments (if any). The Chairperson shall distribute or read all written public comments on the petition received by the Commission staff, whether submitted in paper or electronic format. All public comments should be directed to the Commission's staff, who shall distribute them to all Commission members and enter them into the public record.

## **Action on Certificate of Appropriateness**

After the public hearing is formally closed and any comments and questions from the Commission and/or Staff have been heard, the Chairperson may then assign the matter to the appropriate committee, if applicable. The Chairperson must close the public hearing before assigning the matter to committee unless these Rules are suspended. If the Staff and Commission's questions and concerns have been satisfactorily answered, then final action may be taken on a matter. To take final action on the agenda item at the initial hearing, a suspension of the rules will be required. A majority vote of the quorum of the Commission must approve the petition.

After the Historic Preservation Commission meeting, if your request is approved, a Certificate of Appropriateness will be issued. However, the applicant may still need to meet any requirements set forth by the Department of Community Services for building permits or zoning.

## **Tabling/Continuance/Withdrawal**

A petitioner may request their application to be tabled (up to six times) as long as the request is made to the Commission's chairperson prior to the start of the hearing on the petition. After the sixth tabling, it is at the discretion of the Commission to continue tabling the petition.

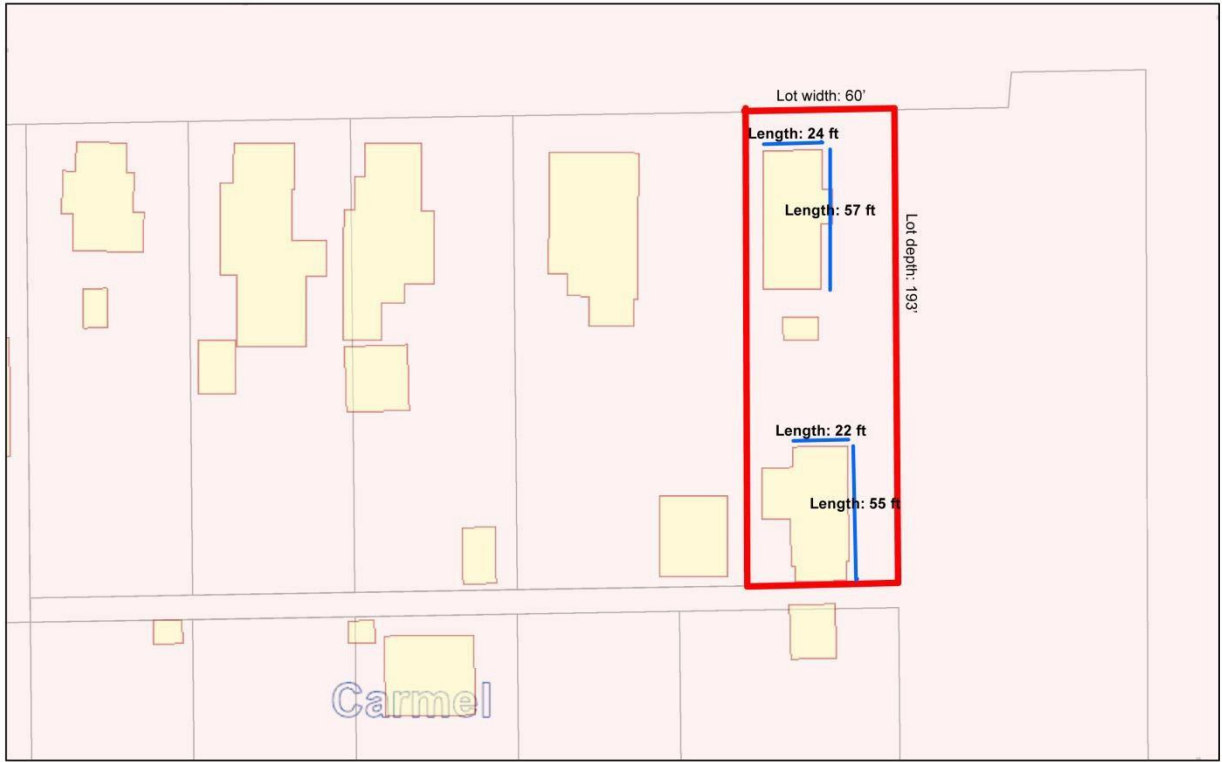
The Commission, at its own discretion, may continue the hearing of any agenda item upon the affirmative vote of a majority of the members present. Such a continuance will not be considered a tabling requested or otherwise caused by the petitioner.

A petitioner may withdraw an agenda item at least five days prior to the meeting at which it is to be heard. However, any item so withdrawn must then be refiled with the Commission.

*For further guidance on the rules of the Commission, please consult the Commissions' Rules of Procedure. A copy can be obtained by e-mailing the Commission staff or on the Commissions' website:*

<https://www.carmel.in.gov/government/boards-commissions-committees/historic-preservation-commission>

# APPENDIX A: EXAMPLE SITE PLAN



July 10, 2015

-  Building
-  Building Foundation
-  Parcels

