

# PROSPECT HILL NEIGHBORHOOD CONSERVATION DISTRICT APPLICANT CHECKLIST

## 1. Make Basic Decisions

Are you demolishing, moving a house or planning new construction within the Conservation District?  
Renovation or additions to existing properties do not need to go through the Conservation District review process.

## 2. Consult with City Staff

Prior to applying for a Certificate of Appropriateness (COA) or building permit, the petitioner must attend a preliminary meeting with Historic Preservation Commission (HPC) staff person Nancy Hiestand, ph. 349-3507 or [hiestann@bloomington.in.gov](mailto:hiestann@bloomington.in.gov). You may want to establish contact with Planning Department staff at this time to learn about any zoning or variance issues that may apply to your proposed project.

## 3. Familiarize Yourself with the Conservation District Design Guidelines

***This is the most important step for a successful project!***

Pick up the Prospect Hill Neighborhood Conservation District Design Guidelines from the HAND (Housing and Neighborhood Development) Department at Showers City Hall, 401 N. Morton St., Ste. 130 or website [www.bloomington.in.gov/hand](http://www.bloomington.in.gov/hand) and read thoroughly for suggested design guidelines for a successful Conservation District project. You may wish to consult a historic preservation specialist.

## 4. Plan and Prepare Your Proposal Packet for the Neighborhood Review Committee

Draw up plans or consult a qualified design consultant or architect to assist you. For the most efficient process, we recommend that your proposal packet include:

- A Site Plan** including proposed project footprint
- A Neighborhood Context Plan** showing contiguous houses (scale 1"=50')
- Elevations** of all sides of proposed project
- Material and Finish Details Description** including at least 3 photos from the surrounding blockface representing the compatibility of each of the following: 1. Selected materials and finish details; 2. Window proportion, arrangement and directionality

## 5. Schedule a Meeting with the Neighborhood Review Committee

Request a meeting to present your plans to the Prospect Hill Neighborhood Conservation District Review Committee. Submit the complete Prospect Hill Neighborhood Conservation District proposal packet to the Neighborhood Review Committee at least two weeks before your scheduled review meeting. These are meetings are scheduled as needed.

## 6. Present Your Plan for Review

Present your proposed Conservation District project to the Neighborhood Review Committee. If a redesign is suggested by the Committee, review the Design Guidelines and address any concerns with your builder or architect and schedule a time to re-present your plans to the Review Committee. Once the plan has been presented to the Review Committee, and the Committee's recommendation has been forwarded to the HPC, you are ready to apply for a Certificate of Appropriateness.

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## 7. Complete a COA Application

Complete a Certificate of Appropriateness (COA) application for the project (available online at [http://bloomington.in.gov/documents/viewDocument.php?document\\_id=2819](http://bloomington.in.gov/documents/viewDocument.php?document_id=2819)) and submit it to HPC staff in the HAND Department. There is no fee to apply for a Certificate of Appropriateness. The review will take place at the next regularly scheduled meeting of the Historic Preservation Commission (the second Thursday of each month at 3:30 p.m. in the McCloskey Room). The petitioner must file a “complete application” with Housing and Neighborhood Department Staff no later than seven days before a scheduled regular meeting of the Historic Preservation Commission. The petitioner or his designee must attend the scheduled meeting in order to answer any questions or supply supporting material.

## 8. Present to the Historic Preservation Commission for COA Approval

Present the COA application along with the official recommendation from the Neighborhood Review Committee to the Bloomington Historic Preservation Commission to obtain approval for a Certificate of Appropriateness. By law, this process can take no more than 30 days after a complete application is received. You will be notified of the Commission’s decision and a Certificate of Appropriateness will be issued to you.

## 9. Apply for a Building Permit

If a variance was required, you may apply for your building permit from the Monroe County Building Department after the variance has been granted. A Certificate of Appropriateness is much like a building permit. It should be displayed in your window while work is in progress. The approved COA should be attached to the building permit application.

### Contact information:

Sarah Ryterband (Prospect Hill Neighborhood Conservation District Review Committee), [ryterband@sbcglobal.net](mailto:ryterband@sbcglobal.net)

Nancy Hiestand (HAND), 349-3507 or [hiestann@bloomington.in.gov](mailto:hiestann@bloomington.in.gov)

Planning Department, 349-3423 or [planning@bloomington.in.gov](mailto:planning@bloomington.in.gov)