

PRESENTATION OF CHANGES FOR THE HISTORIC DISTRICT REVIEW BOARD

The following are the rules and procedures for presenting petitions to the Historic Review Board. All the following requirements must be met in order to submit a complete application.

NO INCOMPLETE APPLICATIONS WILL BE INCLUDED ON THE AGENDA. This application will be considered filed when it is first submitted at a regularly scheduled meeting. In order to build, change or modify land, property or structures in this district **you must first obtain an official application form** From the City inspector's Office in City Hall. Then **BEFORE THE THURSDAY PRECEDING THE NEXT REGULARLY SCHEDULED REVIEW BOARD MEETING:**

- Deliver to the City Inspector's Office **5 copies of** the completed application.
- Pay the **\$50.00 filing fee** and retain your receipt. Make all checks to: **City of Vincennes.**

ON THE DAY OF THE REVIEW BOARD MEETING:

Be present to represent your application!!! You or your representative must be present to explain your proposed project and answer questions. Applications lacking representation will not be considered.

BRING WITH YOU TO THE MEETING:

IF YOU FAIL TO BRING ANY OF THE REQUIRED MATERIALS TO THE MEETING YOUR APPLICATION CAN BE TABLED TIL THE NEXT REGULAR MONTHLY MEETING!!

- **Drawings** of your proposed project. The drawings may be simple but must include elevations as well as floor plans.
- **Photographs** of the existing site and or structure and the areas to which the changes will occur.
- **Samples** of the materials which you intend to use in the project. (Especially samples of siding, shingles, paint color chips)
- **Brochures or photos** of products you intend to use in the project which are impractical to bring to the meeting room. (ie.doors, replacement windows, pillars, railings, etc.)

THE VINCENNES HISTORIC REVIEW BOARD MEETS THE **FIRST TUESDAY OF EACH MONTH AT 5:30 P.M. IN CITY HALL. DURING THE MONTHS OF MAY THROUGH AUGUST THE HRB WILL ALSO MEET ON THE THIRD TUESDAY OF THE MONTH IF NEEDED.**

**VINCENNES HISTORIC REVIEW BOARD
VINCENNES CITY HALL
205 VIGO STREET**

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

This application must be in the City Inspector's office prior to the Thursday before the meeting of the HRB in order to be eligible for consideration at that meeting. This application will be considered filed when it is submitted at a regularly scheduled meeting.

Name of Applicant: _____

Address of Applicant: _____

Telephone Numbers: Home: _____ Work: _____

Name of Owner: _____

Address: _____

Telephone Numbers: Home: _____ Work: _____

Address of Property Where Work is to be Done: _____

Present Use: _____

Proposed Use: _____

For new construction submit plans and specifications.

If you intend to make any changes in the following items mark yes or no. If yes, please give detailed written description below; include available materials, pictures, drawings, paint samples, etc.

YES	NO	
_____	_____	Roof and/or guttering and downspouts
_____	_____	Fencing
_____	_____	Outdoor Light Fixtures
_____	_____	Windows and Doors

YES NO

_____	_____	Porches
_____	_____	Outbuilding(s)
_____	_____	Walks and/or Driveways
_____	_____	Trees and Bushes
_____	_____	Siding
_____	_____	Removal or demolition of existing building(s)
_____	_____	Additions to existing building(s)
_____	_____	Business signage

Do you have a contractor? If so, please supply his name, address, and phone number: _____

Approximate cost of work to be done: _____

Description of work to be done: _____

The applicant agrees to a thirty day extension of this application should the HRB deem it necessary.

Signature of Applicant

Date