

Presentation of Change for The Historical District Review Board

The following are the rules and procedures for presenting petitions to the historical review board. Following requirements must be met to submit a completed application.

No incomplete applications will be included on the agenda.

To build, change, or modify land, or structures in the district **you must first obtain an official application form** from the city inspector's office in city hall. The application must be turned in by Thursday proceeding with the next regularly scheduled historical review board meeting.

- Deliver to the city inspector's office **6 copies** of the completed application and any pictures if applicable.
- There is a **\$50.00 filing fee** and retain your receipt.

Bring with you to the meeting:

If you fail to bring any of the required materials to the meeting your application can be tabled for the next regularly scheduled 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 or structures, the areas to which the changes will occur.
- **Samples** of materials which you intend to use in your 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. (i.e. doors, replacement windows, pillars, railings ect)

The Vincennes Historical Review Board Meets the First Tuesday of Each Month at 5:30pm in the Council Chambers at City Hall

Vincennes Historical 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 to be eligible for consideration at the meeting. This application will be considered filed when it is submitted at a regularly scheduled meeting.

Name of Applicant:

Address of Applicant:

Phone Number:

Address of the property where work is being done:

Present Use:

Proposed Use:

For New Construction submit plans and specifications.

If you intend to make any changes, the following items are yes or no. If yes, please give detailed written description below. Include available materials, pictures, drawings, paint samples, ect.

Yes | No Roof and or Guttering

Yes | No Fencing

Yes | No Outdoor Lighting Fixtures

Yes | No Windows or Doors

Yes | No Porches

Yes | No Outbuilding

Yes | No Walks and/or Driveway

Date: