



JEFFERSONVILLE HISTORIC PRESERVATION COMMISSION:

SUPPORTING MATERIALS CHECKLIST FOR CERTIFICATE OF APPROPRIATENESS APPLICATION

The following materials must be submitted along with a Certificate of Appropriateness application in order for the application to be complete. All materials, including supporting materials, must be received seven days in advance of a posted meeting in order for the application to be reviewed by the Historic Preservation Commission at a given meeting. For large projects, some items (i.e. materials samples) may not be required for initial review of the project but will need to be submitted for review before final approval can be granted by the Historic Preservation Commission.

You can contact Preservation Commission Administrator Laura Renwick at 812-284-4534 or the Building Commission Office at 812-285-6415 with any questions.

NEW CONSTRUCTION OR ADDITION

- Site plan showing existing structures, driveways, major landscaping and location of proposed new buildings, driveways and major landscaping
- Photographs showing a view of the street with the building site and adjacent properties
- Elevations of the proposed new building or addition
- Samples of proposed exterior building materials
- Any additional supporting documentation necessary for the Historic Preservation Commission to make its decision.

REHABILITATION OF AN EXISTING BUILDING

- Photographs showing existing conditions
- Samples or descriptions of materials to be used
- For a substantial rehabilitation, the applicant should supply site plans, elevations, floor plans, and other additional supporting materials necessary for the Historic Preservation Commission to make its decision.

SIGNAGE

- Draft of sign showing design, text, size, materials, color and method of attachment (if applicable)
- Photographs showing proposed location of sign

PARKING

- Site plan showing location of parking spaces in relation to surrounding structures, number and dimension of spaces and circulation patterns
- Landscape and lighting plan
- Descriptions, photographs or samples of bike racks, benches, trash cans or other special features if included with the parking.

SPECIAL FEATURES

- Description or photograph of special features (i.e. bench, bike rack, public art, etc.)
- Site map or photograph showing location of proposed feature.