

# CERTIFICATE OF APPROPRIATENESS

## What is a Certificate of Appropriateness?

A Certificate of Appropriateness applies to properties listed on the *Abilene Register for Historic Sites*. It ensures that exterior work completed on a historic property protects and preserves the historic features of that property. It is necessary to obtain a permit from the city. Certificates of Appropriateness are issued by the Heritage Commission and require a public meeting. Below are the steps necessary to acquire a certificate of appropriateness.

### Step 1: Submit Application

- Application can be submitted with building, demolition, sign permit and variance applications
- Application should include a copy of permit application, plans, specifications that affect the *exterior architectural appearance* of the property.
- Applicant will receive letter confirming complete application has been received and when the next Heritage Commission Meeting occurs.\*
  - \* There are cases where administrative review may apply, and a meeting with the Heritage Commission is not necessary. The Applicant will be notified if this is the case.

### Step 2: Heritage Commission conducts review during Public Meeting

- A Public Meeting will be held (usually on the third Thursday of the Month)
- Using Standards for review\*, Design Criteria\*, and any Landmark specifications as outlined in the designating ordinance The Heritage Commission Review the application
  - \*Zoning Regulations 29-905 and 29-906

### Step 3: Commission issues decision

- After Review has taken place, the Heritage Commission will issue their decision. After the meeting, the Applicant will receive notice of decision and be issued any pending permits

# PLANNING AND ZONING

## Application Timeline\*

Day 1  
Step 1

Day 7-45  
Step 2

Day 46-50  
Step 3

Note: The timeline of an application will vary subject to Heritage Commission meetings. The process could take longer or be shorter. All information must be received 7 days before a Heritage Commission meeting in order to be placed on the Agenda. The Heritage Commission meets on the third Thursday of the month.