



# CITY OF BLOOMINGTON

HOUSING AND NEIGHBORHOOD DEVELOPMENT

Bloomington Historic Preservation Commission

## APPLICATION FORM FOR CERTIFICATE OF APPROPRIATENESS

### INFORMATION ABOUT THE PROPERTY

Address of Property: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

(OFFICE USE ONLY)

Filing Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

HPC Hearing Date: \_\_\_\_\_

### Bloomington Historic District:

- Courthouse Square Historic District
- Elm Heights Historic District
- Fairview Historic District
- Garden Hill Historic District
- Greater Prospect Hill Historic District
- Maple Heights Historic District
- Matlock Heights Historic District
- McDoel Historic District
- Near West Side Historic District
- Prospect Hill Historic District
- Restaurant Row Historic District
- Showers Brothers Furniture Factory Historic District
- University Courts Historic District
- Other: \_\_\_\_\_

### RATING (City of Bloomington Survey of Historic Sites and Structures)

- Outstanding
- Notable
- Contributing
- Non-Contributing

### APPLICANT INFORMATION:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### PROPERTY OWNER INFORMATION:

Check if the Applicant is the property owner

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROPOSED WORK (Check all that Apply):**

New construction

Principal building

Accessory building or structure

Addition to existing building

Demolition

Full Demolition

Partial Demolition

Moving a building

Alterations to the façade or exterior spaces of the property

Window replacement

Door replacement

Siding

Roof material

Foundation

Other façade element: \_\_\_\_\_

New Signage

Alterations to the yard

Alteration to fences, walls

Tree removal

Other(s): \_\_\_\_\_

**ADDITIONAL REQUIRED DOCUMENTS**

Written description of the nature of the proposal.

Written description of all of the proposed materials to be used.

Between 3 and 5 photographs of the historic site and/or structure before changes.

Scaled drawings or sketches, manufacturer’s brochures, and/or photographic precedents showing the proposed alterations to the exterior, additions, changes, or new construction.

A map of the site with the site boundaries indicated.

**CERTIFICATION**

I am the owner or authorized agent responsible for compliance, and hereby acknowledge the following:

1. I have read this application and all related documentation and I represent that the information furnished is correct.
2. I agree to comply with all City ordinances and State statutes, which regulate construction, land use, occupancy, and historic preservation.
3. Any changes made to the project proposal shall be submitted to the City of Bloomington for review.
4. If any misrepresentation is made in this application, the City may revoke any Certificate issued based upon this misinformation.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS TO PETITIONERS

1. No fee is required for submittal.
2. The petitioner must attend a preliminary meeting with staff of the Department of Housing and Neighborhood Development during which the petitioner will be advised as to the appropriateness of the request and the process of obtaining a Certificate of Appropriateness. This can be done in person, via the phone, or teleconference.
3. **Application form:** The [Bloomington Historic Preservation Map at https://bton.in/M\\_pUv](https://bton.in/M_pUv) provides the historic district and historic building survey. You need to open the layers and click on “Historic Sites and Survey” to find the historic ratings which are color coded.
4. Communicate with the Monroe County Building Department and the City of Bloomington’s Planning and Transportation Department in order to verify if there are additional requirements.
5. In the historic districts listed on the bottom of the page, the petitioner should contact the historic district construction subcommittee and acquire their feedback as early in the process as possible.
6. The petitioner must file a complete application that includes all of the required documents with Housing and Neighborhood Department Staff no later than fourteen days before a scheduled regular meeting.
7. The petitioner, owner or a delegated representative must attend the Bloomington Historic Preservation Commission (BHPC) Meeting. The BHPC meets the second and fourth Thursday of each month at 5:00 P.M. in a hybrid fashion, at the McCloskey Room (401 N Morton St., Room 135) and via Zoom (with a link to be provided). The petitioner will be notified of the Commission’s decision and a Certificate of Appropriateness will be issued to them. Copies of the Certificate must accompany any building permit application subsequently filed for the work described. If the petitioner feels uncertain of the merits of the petition, they also have the right to attend a preliminary hearing, which will allow you to discuss the proposal with the Commission before the hearing during which action is taken. Action on a filing must occur within thirty days of the filing date, unless a preliminary hearing is requested.

## CHECKLIST OF REQUIRED DOCUMENTS

Filled and signed Application for the Certificate of Appropriateness

Written description of the nature of the proposal

Written description of all of the proposed materials to be used.

Between 3 and 5 photographs of the historic site and/or structure before changes.

Scaled drawings or sketches, manufacturer’s brochures, and/or photographic precedents showing the proposed alterations to the exterior, additions, changes, or new construction. **(All images must be clear and submitted either in a physical format or as 150-300 dpi jpg, png, or pdf.)**

A map of the site with the site boundaries indicated (GIS imagery from sites such as the [Elevate Tax Maps at https://monroein.elevatemaps.io/](https://monroein.elevatemaps.io/) or [Google Maps \(maps.google.com\)](https://maps.google.com/) are acceptable).

In the case that the historic district in which the property is located has a construction subcommittee, it is highly advisable to contact and review your project with said committee before submitting the application. Contact information for the committee representatives is available upon request from the Historic Preservation Program Manager.

- [Elm Heights Historic District](#)
- [Greater Prospect Hill Historic District](#)
- [Matlock Heights Historic District](#)
- [McDoel Gardens Historic District](#)
- [Near West Side Historic District](#)
- [Maple Heights Historic District](#)