Historic Preservation Overlay Zone (HPOZ) Review Processes

Conforming Work (CWC or CWNC)

- Application deemed complete
- Meeting notice posted
- HPOZ Board meeting*
- Determination by HPOZ Board or Planning
- Permits may be issued

Certificate of Appropriateness (COA) or Certificate of Compatibility (CCMP)

- Application deemed complete
- Copies of application sent to HPOZ Board and CHC
- Hearing notice posted and mailed
- Public Hearing
- HPOZ Board and CHC recommendation
- Director's Determination
  - Appeal period begins
  - Determination by APC
  - Appeal period ends
  - Permits may be issued
  - (if appeal filed)

General Notes:

- Certificate of Appropriateness (COA): Issued for the construction, addition, demolition, reconstruction, alteration, removal, or relocation of any structure or feature identified as a Contributing Element.
- Certificate of Compatibility (CCMP): Issued for the construction of any new structure on a lot, building replacement, or demolition of an element identified as a Non-Contributing Element.
- Conforming Work on Non-Contributing Elements (CWNC):
  - Minor: Issued for maintenance, repair, or relocation of a historic structure to a Non-Contributing lot, or for work that does not require a building permit
  - Major: Issued for non-visible construction or demolition; construction of a visible accessory structure smaller than 10 percent of the lot area; relocation or demolition of a visible accessory structure or for the correction of code enforcement conditions.
- Conforming Work on Contributing Elements (CWC):
  - Minor: Issued for restoration work, rehabilitation, maintenance, and repair or projects that do not require the issuance of a building permit
  - Major: Issued for non-visible additions or new structures that result in a less than 20 percent increase in building coverage; construction of a new visible accessory structure less than 10 percent of the lot area; demolition of a non-historic accessory structure; demolition and reconstruction taken in response to natural disaster or to correct a hazardous condition or for the correction of code enforcement conditions.

*Maximum time periods for Director’s Determination or HPOZ Board recommendation may be extended if applicant and Director mutually agree.
*Board may delegate its review authority to the Director of Planning.
*Decisions on Conforming Work cannot be appealed. If conforming work is denied, applicant may apply for CDA or CCMP.