**INSTRUCTIONS FOR**

**APPLICATION FOR A CERTIFICATE OF APPROVAL**

Part of State Form 52889 (R / 10-17)

BACKGROUND

Indiana Code § 14-21-1-18(a) and (b) require that a certificate of approval be obtained before using state funds to alter, demolish, or remove an historic site or historic structure, if it is owned by the state or if it is listed in either the Indiana Register of Historic Sites and Structures or the National Register of Historic Places. The application must be submitted to the Department of Natural Resources, Division of Historic Preservation and Archaeology (“DHPA”), and heard by the Historic Preservation Review Board (“Review Board”).

A state administrative rule regarding the certificate of approval process, 312 IAC 20-3-3, took effect on December 1, 2003. The rule requires that a completed application for a certificate of approval be filed with DHPA at least forty (40) days prior to the Review Board meeting at which the application is to be considered. The rule also requires that the application be submitted on a form to be provided by DHPA. This is the form to be used for the application.

DETERMINING WHETHER A CERTIFICATE OF APPROVAL IS REQUIRED

If the state agency or its applicant for funding is not certain whether or not the project will alter, demolish, or remove a site or structure that is historic, then the state agency or applicant may ask for DHPA’s technical advice on the historical, architectural, or archaeological significance of sites or structures, or on the project’s impact on them, before applying formally for a certificate of approval. Depending on the nature of the project and the properties it could impact, the Director of DHPA or his staff may recommend that additional information be provided for the benefit of the Review Board, such as the report of an archaeological investigation of an undisturbed parcel of land, a structural report on a structure proposed for demolition, or photographs of work areas and detailed plans and specifications of proposed rehabilitation work.

Consequently, it would be advisable for the applicant to consult informally with the DHPA staff well before the forty (40) day deadline for filing the application for a certificate of approval, so that the staff could advise the applicant whether any of those additional items will be needed prior to the Review Board meeting. Similarly, the DHPA staff informally can advise the applicant of any other, obvious information deficiencies or of questions that the Review Board likely would want to have answered before the Review Board meeting.

COMPLETING AND FILING THE APPLICATION FORM

Once it is determined that an historic site or historic structure will be altered, demolished, or removed and that a certificate of approval will have to be obtained, please complete the form below. Attempt to respond to the numbered items below *on the application form.* If you have an electronic copy of this form, you may enlarge the space provided between questions in order to accommodate your written response. If any of the requested information will not fit into the spaces below the appropriate numbered item, then you may provide that information on additional sheets that you may attach. Also, indicate where that information may be found (e.g., “Continued on attached sheet” or “See response on page 1 of the attachment” or “Photographs attached”). If any requested item of information is inapplicable, then please explain.

**Please file one (1) copy of the application form and of any attachments to the DHPA at least forty (40) days prior to the meeting at which you wish to have the application considered by the Review Board**. You will be notified by DHPA staff if an additional eleven (11) copies are needed for Review Board consideration. To be deemed filed, the application must be received at the DHPA office no later than 4:45 PM on the day that is forty (40) days prior to the date of the meeting. The Review Board typically meets on a Wednesday in the last half of January, April, July, and October. You may check with DHPA to ascertain the date of the next meeting and the date on which the forty (40) day deadline falls.

BEFORE THE REVIEW BOARD MEETING

The agenda, staff comments, and applications for certificates of approval are mailed to Review Board members about two (2) weeks prior to the next Review Board meeting. The applicant’s principal contact person will receive a copy of the staff comments after they have been prepared for the Review Board members and prior to the meeting. To save on postage and copying costs, the DHPA staff prefers to send the agenda and staff comments by e-mail, so please provide an e-mail address for the principal contact person on the project.

The principal contact person and/or another representative of the certificate of approval applicant who is knowledgeable about the details of the project should plan to attend the Review Board meeting. Typically, an applicant is given a few minutes to explain the project or to highlight key points, and the Review Board members often ask questions about the application.

EXPIRATION DATE

By board policy, a certificate of approval granted by the Indiana Historic Preservation Review Board shall be in effect for two (2) years from the date of issuance, unless otherwise specified. An applicant that requests an extension to a certificate of approval ***prior to*** its expiration, is automatically granted a temporary extension until such time as the board may act upon the request to approve or deny further extensions of time.

MAILING OR DELIVERY ADDRESS FOR THE APPLICATION

Indiana Department of Natural Resources

Division of Historic Preservation and Archaeology

402 West Washington Street, Room W274

Indianapolis, Indiana 46204-2739

FOR MORE INFORMATION

Questions about issues pertaining to structures should be directed to the Historic Structures Review Section of DHPA. Questions about archaeological matters should be directed to the Archaeology Section. Either section may be contacted at 317-232-1646 or at [dhpa@dnr.in.gov](mailto:dhpa@dnr.in.gov).

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|  | **APPLICATION FOR A CERTIFICATE OF APPROVAL**  State Form 52889 (R / 10-17)  DEPARTMENT OF NATURAL RESOURCES  DIVISION OF HISTORIC PRESERVATION AND ARCHAEOLOGY |

***Please provide the information requested in the numbered items below, or explain why it is inapplicable. Expand response spaces as needed or attach additional sheets for complete explanation.***

1) Identify the state agency that will be spending or providing the funds and the entity (local government, not-for-profit organization, etc.), if any, that is applying for or that has received the state funds.

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2) Provide the name, mailing address, telephone number, and other pertinent information (e.g., facsimile number and e-mail address) of the principal contact person for this application. The principal contact person may be an official or an employee of the state agency, of the applicant for funding, or of the state agency’s or the applicant’s consultant or other agent.

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3) Provide the address, if any, and the nearest city or town, township, and county of the proposed project area.

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4) Provide a detailed description of all construction, demolition, landscaping, earthmoving, rehabilitation, and installation activities (i.e., scope of work).

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5) Provide a detailed explanation of how, and to what extent, land, buildings, structures, or objects, in or adjacent to the project area, could be physically altered or visually modified or obscured.

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6) Describe the current and past land uses within the project area. In particular, state whether or not the ground is known to have been disturbed by construction, excavation, grading, or filling, and, if so, indicate the part or parts of the project area that have been disturbed and the nature of the disturbance. Be aware that agricultural tilling generally does not have a serious enough impact on archaeological sites to constitute a disturbance of the ground for this purpose.

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7) State the known or approximate dates of construction of structures (including buildings, bridges, monuments, picnic shelters, historic districts, etc.) and any other historical information known about the land and structures within the project area. It may be necessary to consult a local history text, the interim report of a local historic sites and structures inventory, the county historian, or a local historical or historic preservation organization for this information.

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8) State whether or not any other structures could be sold, leased, altered, demolished, or removed as a result of the acquisition or construction of a new facility, and, if so, provide the information in 5) and 6), above, for those structures.

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9) Attach a map, or a good quality photocopy of a map, identifying the location of the project, and showing the relevant portion of the city or town, county, or U.S. Geological Survey quadrangle. Be sure that streets, roads, highways, railroads, rivers, lakes, etc., are clearly identified and that the boundaries of the project area and of any property to be sold leased, altered, demolished, or removed are clearly outlined in a dark ink (highlighter and pencil marks do not photocopy well).

If there are other properties within or adjacent to the project area that are or may be at least fifty (50) years of age, then they should be identified on the map and keyed to written descriptions in the letter and to any photographs included with the letter and map.

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10) Attach recent photographs (exterior and, if possible, interior) of any structures that may be fifty (50) years old or older and that could be impacted in any way (such as by demolition, rehabilitation, expansion, sale, taking of right-of-way, or visual modification or obscuration) by the project.

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11) Provide a site plan for projects that will involve new construction, additions to existing buildings, changes in right-of-way or earthmovingactivities, showing the footprint of existing and/or proposed buildings or structures with the location of all construction, changes in right-of-way or earthmoving activities on a particular lot or lots depicted as precisely as possible.

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12) For projects involving the addition to, or the rehabilitation or restoration of, an historic structure, provide copies of architectural or engineering plans or specifications. Provide only those sheets that help to depict character defining features of the historic structure and how they will be altered. Reduce any plan or elevation sheets to no larger than 11” x 17”. If pertinent notes on the sheets are too small to read in reduced form, then they should be reproduced elsewhere in the application in larger print. Similarly, if the applicant believes it would be useful to provide copies of specifications for the treatment of historically or architecturally significant features, then please reproduce only the most relevant pages from the specifications.

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13) If an historic site or historic structure will be altered, demolished, or removed as part of the project, then identify any alternatives that were, or reasonably could be, considered that would not have as great an impact on the historic site or structure. Discuss the advantages and disadvantages of those alternatives and their feasibility. If there are no feasible alternatives, please explain.

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14) Certificates of approval granted by the Indiana Historic Preservation Review Board expire two (2) years from

issuance, unless otherwise specified or extended by action of the board. If requesting a longer timeframe for

completion, please note the time (in years) and briefly state reason(s) below.

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