

OFFICE OF HISTORIC RESOURCES INFO BRIEF

How to Submit a Project for HPOZ Review

All exterior projects located in an HPOZ (including work that doesn't require a building permit, such as exterior paint and landscaping) must be reviewed by HPOZ staff and/or the HPOZ boards before work may be done or permits may be issued. Below is a step-by-step guide to submitting a project for review. For specific questions, please contact the Planning Staff assigned to your HPOZ.

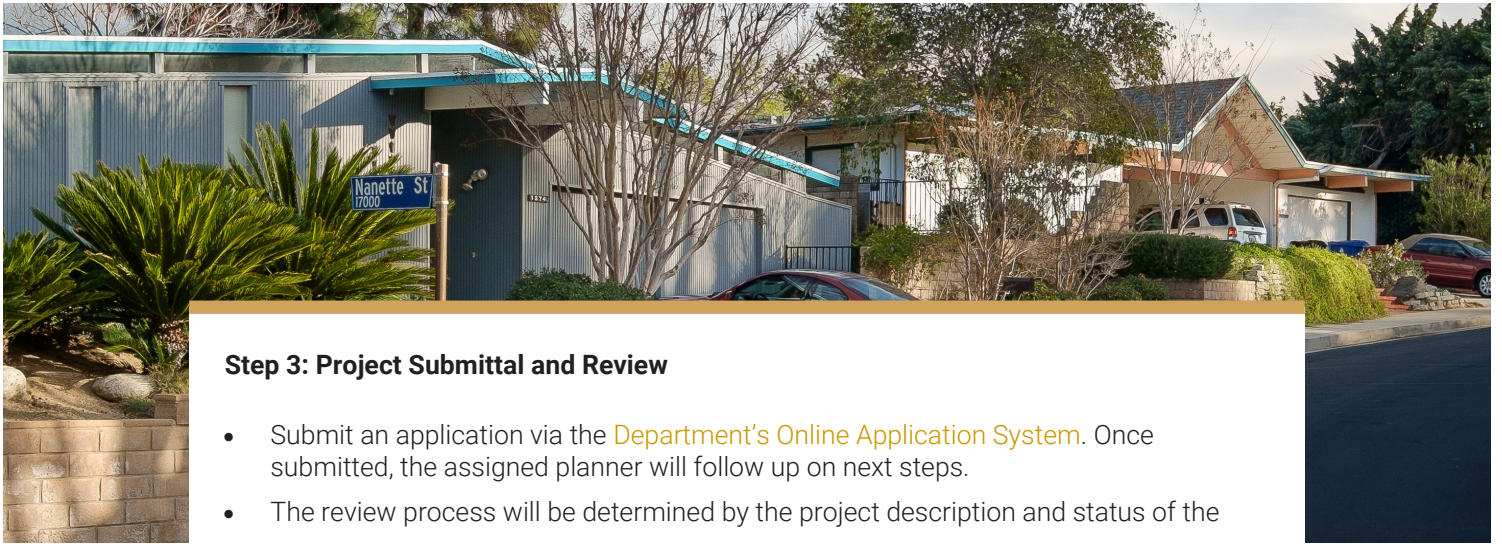
Step 1: Determine the Historic Designation of your Property

- Log in to [ZIMAS](#), the City's Zoning Information and Map Access System, and look up your property (see [ZIMAS Guide Info Brief](#) for instructions).
- Make note of which HPOZ your property is in and whether it is a Contributor, Contributor Altered, Non-Contributor, HCM, or Mills Act property. It is helpful to print out the "Historic Preservation Review" page.
- The extent and type of work you are proposing, together with the property's status as a Contributing or Non-Contributing Feature of the district, will determine the timeline and procedures involved.

Step 2: Read and Understand the Preservation Plan Guidelines

- Projects within an HPOZ must be deemed appropriate to receive an approval for construction. While crafting your project, it is important to consider the architectural massing, style, details, and materials. The Preservation Plan should serve as a guide when developing plans.
- For more specific information on the review process please see the relevant Guidelines (Sections 7- 10), Exemptions (Section 3.5), and Delegations (Section 3.6) of your district's Preservation Plan.





Step 3: Project Submittal and Review

- Submit an application via the [Department's Online Application System](#). Once submitted, the assigned planner will follow up on next steps.
- The review process will be determined by the project description and status of the site or building, and will formally begin once the applicant submits all of the relevant information to deem the application complete.
- The application will be subject to one of four procedures depending on the project description: Certificate of Appropriateness (COA), Certificate of Compatibility (CCMP), Conforming Work on a Contributing Structure (CWC), or Conforming Work on a Non-Contributing Structure (CWNC), which may require HPOZ board review and/or filing fees. Some projects may be exempt from review.
- Conforming Work cases generally involve smaller projects and rehabilitation work that will normally be scheduled for a Board meeting, then reviewed by Planning Staff, and issued a permit clearance within 21 days.
- Certificates of Appropriateness and Compatibility are reserved for larger projects, generally new buildings or larger additions and typically require at least one consultation with the HPOZ Board prior to accepting an application. After you file your project at the Development Services Center, Planning Staff has up to 30 days to deem the application complete. Once an application is deemed complete, the Planning Department has 75 days to issue a Letter of Determination regarding the project.
- To view examples of successful projects and plans, see [Successful Projects](#).

Step 4: Final Plan Approval and Project Clearance

- Conforming Work cases are not appealable, and building permits may be cleared after an invoice has been paid and a Conforming Work letter is issued by staff.
- Certificates of Appropriateness or Compatibility (COA/CCMP) may be appealed within 15 days of the issuance of the Letter of Determination. A formal appeal application may be filed at a Development Services Center. If no appeals are filed, the determination is final. After an invoice has been paid, the planner will then schedule a meeting to stamp final plans and issue related permit clearances.

