

WEST LAFAYETTE HISTORIC PRESERVATION COMMISSION

222 N. Chauncey Avenue, Room 102 ▪ West Lafayette, IN 47906 ▪ 765-775-5160

Additional Information

COMMISSION STANDARDS:

The Commission follows the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings when reviewing applications. Applications should follow these standards and guidelines when applicable. The West Lafayette Resource Guide can be accessed online at www.westlafayette.in.gov.

APPLICATION SUBMITTAL DEADLINE:

This COA Application Form and all supporting documentation **MUST** arrive by 12:00 noon on the deadline date established to be considered at the next Historic Preservation Commission Meeting. Any information not provided to staff in advance of the meeting may not be considered by the Commission during their deliberation. Please call if you have any questions and Staff will assist you.

MEETING ATTENDANCE:

For COA applications requiring review by the West Lafayette Historic Preservation Commission, attendance at the Commission Meeting is strongly recommended to present the project and answer questions. The Commission will also hear public comments prior to making a decision on the project. Failure by the Owner, applicant or contractor to attend such meetings may result in denial of the Application due to insufficient information.

INSPECTIONS:

All projects will be inspected during and following execution, for compliance with the decision(s) rendered by the West Lafayette Historic Preservation Commission. Owner acknowledges that while the West Lafayette Historic Preservation Commission only considers Certificates of Appropriateness for exterior features, under certain circumstances it may be necessary for the Commission Staff to have access to the interior of the building in order to accurately assess the condition of the exterior features. The lack of access to the interior may prevent the Commission Staff from making a favorable recommendation. Applicant **MUST** notify the Commission Staff upon completion of the approved COA work for a final inspection of the improvements.

WORKING WITHOUT A COA/DENIAL OF A COA

West Lafayette Staff inspectors regularly inspect historic properties to ensure compliance with approved Certificates of Appropriateness. When additional work has been commenced without an approved COA, a Staff inspector may issue a stop work order and request that the Owner submit an addendum to the original COA to include any additional work, revisions or changes. Work undertaken without a Certificate of Appropriateness is illegal, and the West Lafayette Historic Preservation Commission may require that unauthorized changes in a historic structure be reversed or completed in a satisfactory manner. If the work continues, a building official may issue a citation with a fine and the Owner may be required to remove inappropriate and unapproved materials. Please contact staff with any questions regarding whether an addendum to the application is necessary.