



CITY OF SCOTTSVILLE

HISTORIC PRESERVATION COMMISSION

email: historicpreservation@cityofscottsville.org

webpage: <https://www.cityofscottsville.org/pages/historic-preservation-commission>

OWNING or RENTING A HISTORIC PROPERTY IN SCOTTSVILLE

Historic Site # _____

Address _____

Occupancy _____

Please let us know if Address or Occupancy needs updated from what we have listed. If this were to change in the future you would need to go to Scottsville Allen County Planning and Zoning and file for an Occupancy change.

Dear Owner or Renter,

Greetings from the CITY OF SCOTTSVILLE HISTORIC PRESERVATION COMMISSION. We are here to work with you, support you, and have resources to help guide you. If you own or rent property in the Scottsville Downtown Historic District, or one in the City of Scottsville, that is on the National Registry or Registry District, you must receive permission from the CITY OF SCOTTSVILLE HISTORIC PRESERVATION COMMISSION before any exterior alteration work can be made to the property, such as Facade, Painting, Awnings, Masonry Work, Signage, Lighting, Roofs, Siding, Shutters, Windows, Doors, Demolition. etc. This is not an inclusive list. This is to ensure any work that affects the appearance of the property is consistent with the time period and architectural style of the structure, and the changes coincide with the state and federal guidelines the city is required. Most Interior alterations do not need to be approved, but there are some things protected by the National Park Service and the CITY OF SCOTTSVILLE HISTORIC PRESERVATION COMMISSION so please check with us.

We have partnered with several businesses that will be offering paint discounts for historic renovations in the City of Scottsville please reach out to us for more information.

Getting an alteration approved is a multi-step process. The City Of Scottsville Preservation Commission wants to help make this process as easy as possible. We are here to work with you. Please email us with any questions. historicpreservation@cityofscottsville.org You can also visit our webpage for more information <https://www.cityofscottsville.org/pages/historic-preservation-commission>

CERTIFICATE OF APPROPRIATENESS (COA) CHECKLIST. Found on the website or email us for a copy.

Use this checklist as a guide to ensure you have everything you need to apply for exterior changes to your structure:

- Have an idea of the kind of repairs or improvements you would like to make.
- Email The City Of Scottsville Preservation Commission historicpreservation@cityofscottsville.org. This is optional but highly recommended. We can go over your specific property and give advice on what kind of repairs would be approved and what won't be. You can also read our detailed Historic Design Guidelines for specific examples of appropriate and inappropriate repairs depending on the style of structure.
- Once you know what repairs or changes you would like to make, you will be required to submit details of the project to The City Of Scottsville Preservation Commission. An application and COA checklist of those requirements can be found on the website <https://www.cityofscottsville.org/pages/historic-preservation-commission>
- Submit the Certificate of Appropriateness (COA) Application found on the website for the changes you would like to make to your property, along with supporting documents, and email them to us. historicpreservation@cityofscottsville.org
- Receive a confirmation email from The City Of Scottsville Preservation Commission and a notification of the date of the The City Of Scottsville Preservation Commission meeting you'll be required to attend. You can check upcoming application deadlines and meetings here. All meetings are open to the public and held the 3rd Thursday of the month at 6pm in the City Building in the City Council Room. Past reports can be found at the Mayor's Office.
- The City Of Scottsville Preservation Commission must approve all work to structures in the Downtown Historic District, or that are on The National Registry or Registry District in the City of Scottsville. If your changes are approved, you will receive a Certificate of Appropriateness (COA) in the mail. Once you receive your COA, you may begin work.

We would love for you to join us at our Feb 15th meeting for a Q and A @ 6pm in the City Council room located in the City-County Building. We meet the 3rd Thursday of each month.

The City Of Scottsville Preservation Commission Board

Holly Wood, Gayle Davis, Ed Anglea, Mike Cooksey, and Dolorse Rice