City of Elkhart

INSTRUCTIONS & FILING PROCEDURE FOR CERTIFICATE OF APPROPRIATENESS

All information requested must be completed on this application. If you have questions, please call the City of Elkhart Planning & Zoning Department at (574)294-5476.

Application is hereby made for a Certificate of Appropriateness as REQUIRED under Ordinance #4041 of the City of Elkhart, Indiana. For any structure located in a locally designated historic district, a Certificate of Appropriateness must be by the Historic and Cultural Preservation Commission before a permit is issued for, or work is begun on, any of the following: demolition or moving of any building; a conspicuous change in the exterior appearance of existing buildings by additions, reconstruction, alteration, or maintenance involving exterior color changes; any new construction; a change in walls or fences or construction of walls and fences; or a conspicuous change in the exterior appearance of non-historic buildings subject to view from the public way by additions, reconstruction, alteration, or maintenance involving exterior color change.

In addition to this application, there may be requirements of other state and/or local laws and regulations with which you must comply in order to undertake the project.

A complete Certificate of Appropriateness Petition (see page 2) must be filed with the Planning & Zoning Department located at the Permit Center at 229 S. Second Street, Elkhart, Indiana. **Petitions must be filed no later than the filing deadline dates as shown below** on the Historic & Cultural Preservation Commission calendar, and with all required signatures in permanent ink.

2026 CITY OF ELKHART

HISTORIC & CULTURAL PRESERVATION COMMISSION CALENDAR

File by Date	Meeting Date
Friday, January 2, 2026	Thursday, January 15, 2026
Thursday, April 2, 2026	Thursday, April 16, 2026
Thursday, July 2, 2026	Thursday, July 16, 2026
Thursday, October 1, 2026	Thursday, October 15, 2026

Additional 2026 Meeting Dates to be scheduled as needed

Thursday, February 5, 2026	Thursday, February 19, 2026
Thursday, March 5, 2026	Thursday, March 19, 2026
Thursday, May 7, 2026	Thursday, May 21, 2026
Thursday, June 4, 2026	Thursday, June 18, 2026
Thursday, August 6, 2026	Thursday, August 20, 2026
Thursday, September 3, 2026	Thursday, September 17, 2026
Thursday, November 5, 2026	Thursday, November 19, 2026
Thursday, December 3, 2026	Thursday, December 17, 2026

Meetings are held at 7:00 p.m. in the Council Chambers, 2nd floor, City Municipal Building.

APPLICANT CHECKLIST – CERTIFICATE OF APPROPRIATENESS PETITION

A complete Certificate of Appropriateness Petition must contain the following information:

1. _____ A completed **Petition form (see page 3)** signed by the legal owner of record of the property that is the subject of the Petition. **The owner(s) of record at the time the petition is filed shall be considered the applicant and must sign the petition. If the petition is filed by any person other than the legal owner or the owner's attorney, written authorization of the legal owner authorizing the person to act as the owner's agent for petition purposes must be filed with the petition.** If the applicant is not an individual, the name(s) and title(s) of the person(s) who are authorized to execute legal documents for the applicant shall be supplied. Land Contract Purchasers or Renters cannot bring petitions without authorization from the owner of record.

2. _____ Any documents/information that is pertinent to the scope of work for your project. See below list for examples.
   a. If you plan on painting your house: please include a sample/swatch of the paint color(s).
   b. If you plan on installing a fence: please include a site plan of the property (showing where the fence will be installed), and also include photographs/images of the type of fence you plan on installing (include information regarding the height, material, and color of the fence).
   c. If you plan on installing a shed, garage, or addition: please include a site plan of the property (showing where the structure will be located), and also include building plans for the structure (including, but not limited to, information regarding the height, size, materials, and color of the structure).

CERTIFICATE OF APPROPRIATENESS PROCEDURE

1. A petition for Certificate of Appropriateness is submitted to the Planning & Zoning Department, located at the Permit Center at 229 S. Second Street, Elkhart, Indiana.

2. Permit Center Staff will submit the petition to Deb Parcell (Community Preservation Specialist with Indiana Landmarks), who will prepare the Staff Review. Ms. Parcell will contact the applicant to discuss their petition and may request additional information/documents from the applicant.

3. Reminder letter is sent to petitioner and/or property owner(s) prior to the Historic Commission meeting.

4. The Historic & Cultural Preservation Commission meets and reviews the proposed Certificate of Appropriateness request. Applicant will present their request to the Commission and answer any questions which may arise concerning their petition.

5. If approved, all applicable permit applications and plans will still need to be submitted by the Applicant to the Permit Center. Construction/work cannot start until all necessary permits have been obtained.

PETITION #: _____ **FILING FEE: $ No Fee**

PETITION to the HISTORIC COMMISSION

PETITION TYPE: CERTIFICATE OF APPROPRIATENESS

Property Owner(s): _____

Mailing Address: _____

Phone #: _____ Email: _____

Contact Person/Applicant: _____

Mailing Address: _____

Phone #: _____ Email: _____

Subject Property Address: _____

Present Use: _____ Proposed Use: _____

Description of Work: _____

_____

_____

_____

_____

NOTE: The petitioner is the legal property owner of record, or a certified representative, and agrees the above information is accurate. Failure to provide a legal signature or accurate information will make this application null and void.

PROPERTY OWNER(S) OR REPRESENTATIVE (PRINT): _____

SIGNATURE(S): _____ DATE: _____