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## WISCASSET HPC - HOW TO OBTAIN A COA

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The Wiscasset Historic Preservation Commission (HPC) requires a Certificate of Appropriateness (COA) before any permanent exterior work is started on properties in the Wiscasset Historic District. Please see webpage for additional detail regarding COA requirements.

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### WHAT TO DO IF YOU HAVE AN EXTERIOR HOME PROJECT IN THE HISTORIC DISTRICT

- ✓ Contact the Wiscasset Codes Department to discuss your project.
- ✓ Codes Department will determine if a building permit and/or COA is required, advise as to application requirements and provide necessary applications.
- ✓ If a COA is required, please submit eight (8) copies of your completed application to the Codes Department. If deemed complete, the Codes Department will date and forward the application to the Historic Preservation Commission. Codes Department shall inform the applicant, property owner and abutters of the scheduled meeting date, time and location for the COA review. COAs are reviewed on the first Thursday of the month, and **completed applications must be received on or before the 15<sup>th</sup> of the preceding month** to allow for posting and publication if necessary.
- ✓ Please be sure to fill out the COA with as much detail as possible including photos and drawings. An incomplete COA may result in a postponement of final decision by the HPC.
- ✓ If your COA is approved: Applicant and Code Enforcement Officer will receive approval letter from HPC within 10 days of approval. Work may proceed immediately.
- ✓ If your COA is not approved: Applicant will receive notification from HPC within 10 days of HPC meeting. The applicant has 30 days from the date of the final decision to appeal to the Zoning Board of Appeals.

For addition information, please visit the HPC website at <http://wiscasset.org/boards-and-committees/historic-preservation> or on FaceBook at **Wiscasset Historic Commission**.