

Minor Works COA Applications That Can be Approved by HLC Staff

Projects that meet certain criteria can be reviewed and approved by staff. In order to receive an administrative approval, project proposals must fall within current HLC policy. Projects that staff judges to be outside these guidelines will be referred to the full HLC for review. The project types listed below are eligible for administrative approval by HLC staff, provided the proposal meets all relevant current policies adopted by the HLC. Staff has the discretion to refer any application to the full HLC for any reason.

A Minor Works COA can be issued for any work for which a previously issued certificate of appropriateness has expired, where there is no significant change to the application.

The following **exterior** projects can be approved as a Minor Works COA:

A.

Rear **additions** that are set-back from the side walls and are neither taller nor wider than the existing structure AND do not represent a buildout of more than 50% additional square footage

Alteration/addition/removal of existing **accessory buildings**

Alteration/addition/removal of existing **awnings**, canopies, or shutters

C.

Alteration/addition/removal of **chimneys**

D.

Alteration/addition/removal of **decks**

Alteration/addition/removal of **doors**

Alteration/addition/construction of **driveways**

E.

Installation/removal of **electrical** equipment and materials

F.

Alteration/addition/construction of new **fences** and walls

Alteration of **foundations**

G.

Removal/installation of **gutters** and downspouts

H.

Removal/installation of **HVAC** equipment

L.

Landscape Plans

Alteration/installation/removal of exterior **lighting fixtures**

P.

Exterior **painting** when there is a change in color

Alteration/addition/construction of **patios**

Alteration/addition/construction of **parking lots**

Installation/removal of **plumbing** equipment and materials

R.

The design/material of **roof** coverings

Properly documented **restoration projects**, restoring a building's original appearance and character by removing later elements and/or restoring historically documented and replicated elements

S.

Installation of **satellite dishes** and/or television antennas

Alteration/installation/removal of **signs**

Alteration/construction of exterior **stairs**

Installation of **storm doors/windows**

Alteration/installation/removal of non-historic **storefront systems**

T.

Alteration/construction/removal of **temporary features** that are necessary to ease difficulties associated with a medical condition

Removal of **trees** 18 inches or less in diameter, measured 4 1/2 feet above ground level

Removal of any **tree** with documentation that the tree is structurally compromised or poses a threat to any property

Removal of dead, diseased, or dangerous **trees**

V.

Alteration/installation of **vents and ventilators**

W.

Alteration/construction of **walks**

Alteration/installation of **windows**

The following **interior** projects can be approved as a Minor Works COA:

A.

Alterations of any interior section of a building that contains little or no historic materials

Changes needed to accommodate **ADA** accessibility requirements

C.

Removal or alteration of non-historic **ceilings**

D.

Removal of historic interior **doors** if the doors are properly labeled and stored on the premises

F.

Removal/installation/replacement/alteration of non-historic **floors**

Replacement or removal of non-original PME **fixtures**

Replacement or removal of original PME **fixtures** if the fixtures are properly labeled and stored on the premises

G.

Installation of **gas logs**

K.

Kitchen remodeling projects that do not destroy or obscure significant historic architectural features

O.

Removal, alteration, replacement of **office upfit** materials

R.

Restoration or replication of any documented historic interior architectural features can be approved as a Minor Works COA

W.

Removal or alteration of non-historic **walls**