

buildings + trees = character

Each of Montgomery's historic districts possesses a unique character. It is not the houses alone that define a district. The street networks, sidewalks, landscaping, and tree canopies all play a vital part in defining a district's identity. It is the distinctive combination of buildings and the environment that create the character of the district.



Things to remember...

- ◆ Plan ahead! Because public notice must be given, applications are due approximately three weeks before a meeting date.
- ◆ Clearly define your project. The ARB reviews and takes action on the scope of work presented. If there are major changes to the project or additional work that is not presented, an additional hearing may be required.
- ◆ Certificates of Appropriateness are valid for 12 months from date of issue and may be renewed.

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Historic Designation and the Architectural Review Process



Architectural Review Board

What is Historic Designation?

Local historic designation means an individual structure or neighborhood has been recognized by the City of Montgomery as being architectural-ly or historically significant to the community. These resources are characteristic of architectural



styles, periods of development or important events. The cumulative effects of small, inappropriate changes over time can be as detrimental to the historic

character as one large change. Historic districts are not created to prevent changes, but to insure proposed changes will compliment both the individual property and the district as a whole.

What are design guidelines?

The design guidelines for Montgomery Historic Districts are intended to set forth best practices for the treatment of historic properties. For property owners, residents, and contractors, the guidelines provide direction in planning projects sympathetic to the special character of each of Montgomery's historic districts. For Architectural Review Board (ARB) members and Planning staff, the guidelines offer a basis for evaluating proposed changes. In reviewing applications, the ARB and staff considers the property itself, the street context within which it is located, and the special character of the entire historic district.

How does the Architectural Review Process work?

If your property is historically designated and you are planning to:

- **demolish** a building or accessory structure
- **construct** a new building or accessory structure
- **add** to an existing building (build an addition, add a roof dormer—anything that increases habitable space)
- **move** a building or
- **repair** or **alter** a building;
- **remove trees**;
- change landscaping by **grading, excavating, paving, or constructing new drives, walkways, and fences**;

you must first obtain a Certificate of Appropriateness from the ARB. The ARB reviews any exterior changes to designated properties.

Staff members can meet with you to discuss your project, answer any questions about historic designation, and advise you as to whether or not your plans will meet the design guidelines. Each application will be unique and have its own set of considerations based on location, setting, and scope of project. In reviewing applications, the ARB and staff considers the property itself, the street context within which it is located, and the special character of the entire historic district.



Routine maintenance such as minor repairs, painting (existing colors or pre-approved colors) and re-roofing may be approved through an expedited procedure that does not require ARB review. Planning staff will determine whether the work requires referral to the Architectural Review Board.

Regular meetings of the Architectural Review Board are generally held the 4th Tuesday of every month except December and other months that may have conflicting holidays. Submission deadlines and meeting dates can be found on the department website.

Applicants are required to present their request to the ARB. Applications will not be reviewed if no one is present to represent the project. The ARB will review the request and render a decision at the meeting. Approved projects will receive a Certificate of Appropriateness.

Once you receive a certificate of appropriateness, you may apply for a Building Permit. Permit fees (the amount charged depends on the type and value of the work to be done) will be charged to you then. There are no fees for a Certificates of Appropriateness.

Certificates of Appropriateness are valid for 12 months from the date of issue and may be renewed.

If you have questions regarding making changes to buildings, paint colors, repairs/maintenance, the review process, tree removal and replacement, landscaping, paving, or you are interested in a sign for a historic building, call Planning Controls at 241-2722 or stop by our office located at 25 Washington Avenue, 4th Floor. Meeting dates, deadlines, district maps, and applications are available on our web site.

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