

Steps to Apply for a Certificate of Appropriateness or Certificate of Demolition for Exterior Work on a Historic Property

Certificate of Appropriateness and Certificate of Demolition Requirements

Many owners of properties within Shreveport's Historic Districts wonder what type of work on their property will require either a **Certificate of Appropriateness** or a **Certificate of Demolition** from the Shreveport-Caddo Metropolitan Planning Commission. According to the Shreveport Unified Development Code, any existing or proposed structure within a Historic Preservation Overlay District (HPOD) needs a Certificate of Appropriateness and/or a Certificate of Demolition for any alteration or other activity on a contributing property or non-contributing property when the activity will (1) create a material change in exterior appearance or exterior feature(s), and (2) said alteration or other activity requires any regulated permit that would result in an irreversible change in the design, materials, or outward appearance of the structure. This would include changes in the general arrangement of the existing or proposed structure's exterior features or architectural details. The MPC or HPC does not review cases involving routine maintenance or replacement of any part of the property using the same design and materials as the original structure. Other work not subject to review includes interior work that does not change the exterior, and installation of storm windows or doors, lighting fixtures, window air conditioners, temporary structures or signs, and exterior paint colors.

Application Process

First, the Applicant (the Property Owner, or a Designee, such as contractor or architect) completes an application for either a **Certificate of Appropriateness** or a **Certificate of Demolition** and submits it to the MPC via mail, email, or by hand. Applications are available on-line at www.shreveportcaddompc.com under Historic Preservation. There is a \$50 application fee. *(An application is not deemed received until the fee has been paid.)*

Once the application is received, an MPC planner will review the application and explanatory materials and submit a staff report to the Shreveport Historic Preservation Commission (HPC) at their next monthly meeting, usually on the third Tuesday of the month. Prior to the meeting, the MPC will send a notice of proposed work to all relevant historic district neighborhood associations and other interested parties at least seven (7) days before the public hearing. The Applicant, as well as any other interested party, may testify at the public hearing. The HPC will review the application at the public hearing and if necessary discuss alternatives, and will usually make a recommendation to the Executive Director of the MPC on all complete applications the same evening. If an application is either incomplete at the time of the meeting, the HPC will act upon it within 45 days of a completed filing, unless the Applicant requests a continuance.

Approval Process

The Executive Director, or his/her designee, or the Shreveport Historic Preservation Commission (when applicable) shall approve a completed application only after carefully balancing the outlined approval standards and making a written determination for approval. The Shreveport Historic Preservation Commission's recommendation is not binding upon the Executive Director and as such the Executive Director may issue a decision contrary to the HPC's recommendation and/or upon no action taken by the HPC within the designated time period.

On the eleventh (11th) day after the date of decision for a Certificate of Appropriateness or Certificate of Demolition, the Applicant will be issued either a Certificate of Appropriateness or Certificate of Demolition (as applicable), which must accompany the application for a building permit at the Permits and Inspections Office.