

Village of Lancaster  
Historic Preservation Commission (HPC)  
Review Process Summary

**Is your property a designated local landmark or located within a locally-designated historic district?**

↓ YES

↘ NO

**Does the type of work you are proposing include:**

- exterior alteration, restoration, reconstruction, demolition
- exterior new construction
- moving of a landmark or property
- material change in the appearance of a property
- light fixtures
- signs (permanent OR temporary)
- sidewalks
- fences
- steps
- paving or
- other exterior elements visible from a public street or alley?

→ NO

No Certificate of Appropriateness (COA) required

Undergo any further regulatory reviews required. Then, apply for and receive permit.

**Remember**

the HPC meets in the Council Chambers - Municipal Building (5423 Broadway) on the **second Wednesday of the month at 7:00pm.**

COA - Certificate of Appropriateness  
HPC - Historic Preservation Commission

↓ YES

**STEP 1 - Fill out the COA Application**

Submit application & relevant supporting material (see COA Procedure) to the Clerk-Treasurer Office (Municipal Building- 5423 Broadway) at least 2 weeks prior to the next HPC Meeting. If desired, request informal conversation with HPC at a monthly meeting prior to submission



**STEP 2 - Present your proposed project at a monthly HPC meeting.**

You will be notified when your project has been added to the agenda. Attendance is required in order for the HPC to better understand the project. The HPC may request changes to the project.



**STEP 3 - Receive a determination by the HPC**

(within 30 days of COA submission)  
The HPC will vote on a proposed determination at the meeting



*Determination : Tabled*  
The HPC may request changes or additional materials to illustrate your proposal.

*Determination : Denied*

Possible Next Steps

- revise and resubmit to HPC
- appeal to HPC on grounds of Economic Hardship
- Appeal to the Village Board
- identify another project of use for the property
- abandon the project

*Determination Approved or Approved with Conditions*



Undergo any further regulatory reviews required. Then, apply for and receive permit.

