

REVISED IHPC COA APPLICATION FEES

Originally adopted January 6, 2021 as Exhibit A, Page 1. 2 and 3 in Resolution 2021-R-01 – effective February 1, 2021. Revised schedule adopted January 5, 2022 and to become effective February 1, 2022 per 2022-R-01

cash/check/charge accepted

Checks payable to the City of Indianapolis/ credit card processing fee may apply. ALL FEES ARE NON-REFUNDABLE.

ACH payments are permitted.

SCOPE OF WORK	ON-TIME APPLICATION FEE		LATE APPLICATION FEE (Mitigation Fees may apply. See Page 2 for more information)
1. Items Requiring No Fee Plant materials, lighting, painting, fencing Temporary ramps, mailboxes, small vents, and mechanical equipment (except cell equipment and solar panels: see renovation fees below)	\$0		\$50
2. Renovation/Site Improvements (see page 2 for sites with additional interior designation)	Cost of Project	Fee	Timely fee x 3
	\$0-\$1,000	\$0 (\$100 if late application)	
	\$1001-\$5,000	\$50	
	\$5,001-\$10,000	\$100	
	\$10,001-\$15,000	\$150	
	>\$15,000	\$10 per \$1,000	
	Wireless Facility	\$600	
3. Sidewalk Cafes	\$500		Timely fee x 3
4. New Construction/Move Buildings	.70 cents psf		Timely fee x 3
5. Demolition	Exemption 1: Historic structures with little significance may qualify for a non-historic fee. Exemption 2: Structures beyond repair due to fire or natural disaster may qualify for no fee.		
• Primary Structures (Historic)	\$5,000		Timely fee x 3
• Primary Structures (Non-Historic)	\$500		
• Accessory Structures/Additions (Historic)	\$600		
• Accessory Structures/Additions (Non-Historic)	\$100		
6. Signs			
• Window signs	\$25 per sign		Timely fee x 3
• Wall, Awning, Canopy, Projecting, Marquee, or Suspended sign 64 sq ft or less	\$500.00 (plus \$30.00 per each additional sign)		
• Wall, Awning, Canopy, Projecting, Marquee, or Suspended sign greater than 64 sq ft	\$1,250.00 (plus \$30.00 per each additional sign)		
• Off-Premises Sign	\$3,300.00 per sign face		
• All Other Building Identification signs	\$500.00 (plus \$30.00 per each additional sign)		

• Roof Signs	\$2,270.00 (plus \$30.00 per sign)	
• Freestanding Sign	\$1,870.00 per sign	
7. Land Use Changes in an HP-1 Zoning District-Lockerbie Square (land use changes not requiring a variance)	\$500	\$1000
8. Land Use COA's (Variance/Rezoning, etc)	\$50	\$100
9. Zoning and Variance Petitions (added to the Land Use COA fee indicated above)	Same as Current Planning www.indy.gov/cp	
10. Preliminary Review	\$600 (\$500 is applied towards full application)	
11. Amendment to COA	\$600	
12. Extension of COA Deadline	Half the original filing fee (added to amended COA fee if applicable)	
13. Appeal of Hearing Officer Decision	\$100	

Fee Schedule Definitions & Explanations

FEES

Amendment Fee: Applies to applications requesting changes to previously approved plans in which the COA is not expired, but requires a new hearing and approval of an amended COA. Extension of the expiration date of an amended COA will require a separate extension fee.

Extension Fee: This fee applies when an extension of the expiration date of a COA is requested. Extensions may be granted by the administrator at the request of the applicant provided there is no substantial change in the work to be done or in the factors that supported its original approval.

Land Use COA Fees: A COA is required prior to approval of any variance or rezone request (Land Use change). A \$50 COA fee is required in addition to any other COA application fees for new construction, renovation, etc.

Late Application Fee: Applies when an application is received to retain work that commenced prior to issuance of a Certificate of Appropriateness (COA). This fee is an application fee only. Other fees or fines may be required by the Commission.

Mitigation Fee: May be applied to a COA application requesting to retain work already performed that is usually non-reversible in nature. The amount of the mitigation fee may be determined by the Commission.

On-Time Application Fee: Applies when an application is received prior to work commencing. When a fee range is indicated, the fee shall be set by the administrator within that range. The fee shall reflect the amount of work done, the damage inflicted on significant elements, and/or other factors important to the case.

Preliminary Review Fee: This fee is for review of a project, typically a larger project in which the filing fee is significant, in which the Commission provides comments at a public meeting without taking a vote. The applicant may return to the Commission at a future hearing for full review and approval, in which case, \$500 of the Preliminary Review Fee is applied towards the full COA application fee.

LAND USE

Combined Land Use: Certificate of Appropriateness case and variance/zoning petition both heard by the IHPC.

*Filing fee for the certificate of Appropriateness case is different if Variance/Zoning petition is not heard by the IHPC.

MULTIPLE COMPONENTS

Fees for any one application shall be based on the sum of its component parts. As an example, one application might include a demolition of a non-historic addition (\$100.00) and a \$10,000 rehabilitation (\$100.00). Total fee for this application would be \$200.00.

NEW CONSTRUCTION

New construction is defined as any new freestanding structure or new structure attached to an existing building which, in both cases, creates new enclosed space.

REDUCTION OF FEES

In appropriate circumstances, the administrator of the Commission may waive or reduce fees set forth in this fee schedule. Instances in which the administrator would consider reducing or waiving fees include applications from individuals whose financial situations makes it very difficult to pay the fee and applications from other units of government.

RENOVATION

Renovation is defined as any repair, replacement, restoration, rehabilitation, or alteration to the exterior of any existing building.

RENOVATION/SITE IMPROVEMENT COSTS

When figuring renovation or site improvement costs for determining the application fee, only the following are considered:

- Cost associated with exterior renovation only
- Cost of materials and labor
- Cost of all work included on the application, unless listed in the no fees section

SITES WITH INTERIOR DESIGNATION

Sites such as Union Station, Old City Hall and the Hilbert Circle Theatre are individually designated sites with designated interiors requiring review by the IHPC. For interior work, renovation fees (section 2) apply.

STRUCTURE TYPES

Historic/Significant/Contributing: 50 years or older or as noted in the appropriate plan. Could include structures that were originally noted as non-historic/non-contributing if the structure has aged to 50 years or its significance has changed as determined by staff, or revisions to the Plan indicate that the structure has historic integrity/significance.

Non-Historic/Non-Contributing: Less than 50 years old or so noted in the appropriate plan. Could include structures that have lost significance due to alterations or damage/deterioration as determined by staff.

Primary: Main building such as house, store, office, etc.

Accessory: Service building such as garage, storage, barn, etc.

SQUARE FOOTAGE CALCULATION

In calculating square footage for determining a fee, measurements shall be taken using the outside dimensions of the structure, and shall include each floor, including any habitable attic and basement space, and any garage and storage space.

Residential: Applies to any building used entirely for residential purposes submitting an application for a Certificate of Appropriateness to receive approval prior to the beginning of work.

Non-Residential: Applies to business use, industrial, or institutional property submitting an application for a Certificate of Appropriateness to receive approval prior to the beginning of work.