Certificate of Appropriateness (COA) Process Flowchart*

Pre-application Meeting (Recommended)

Contact the Historic Preservation Division at 816-325-7419 before you submit your COA application to ask questions, review submittal requirements, and to discuss the review process.

No COA review required

Examples include:

- All in-kind repairs or replacement
- Painting
- Re-pointing

Proceed to permitting, if permit is required.

Staff COA review required

- Reviews are completed within three days of submittal
- Refer to the COA Matrix for a list of projects and their review requirements
- No fees are associated with this application
- No public notice is required

Projects are reviewed by staff and a letter is mailed noting the approval for your records.

Proceed to permitting, if permit is required.

Heritage Commission COA review required

- Public meetings are held the first Tuesday of every month
- Refer to the COA Matrix for a list of projects and their review requirements
- A $25 fee is associated with this application
- Application requests are published via a public notice 15 days prior to the meeting

Call 816-325-7419 to set-up a no-cost, pre-application meeting. This meeting can be held at City Hall or on site.

A meeting date will be confirmed and Preservation Division staff will create a staff report and packet for the Commission based on your application.

Upon review and approval by the Heritage Commission, staff will remove holds from outstanding building permits that required Historic Preservation review. Denials may be appealed to City Council.

If approved, proceed to permitting (if permit is required).

*** This flowchart is intended to give an overview of the COA process for the City of Independence and is not exhaustive. For more information go to: http://www.ci.independence.mo.us/ComDev/HistoricPreservation.aspx or contact the Preservation Division at 816-325-7419.**