

Application is made at City Hall

Apply for Building Permit

A project outside an historic district reenters the normal zoning review process.

Design Review is required if the property is located in a Historic District. This determination is made by the zoning administrator.

Design Review Required

NO

A project with no changes to the exterior of the structure is determined to have no historical impact. A Certificate of No Material Effect returns the project to the zoning

YES

Design Review Process

The project is reviewed for compliance with Mount Vernon design guidelines by the design review committee which consists of members of the Historic Preservation Commission.

Work has material effect

NO

Certificate of No Material Effect

If a project does not comply with the guidelines, the review committee will make specific recommendations that will bring the work into compliance.

YES

Modify Design

NO

Complies with Design Guidelines

YES

Certificate of Compliance

NO

AFFIRM

Appeal to Board of Adjustment

OVERRIDE

An appeal to the Board of Adjustment will result in either an affirmation of the recommendations of the Design Review Committee or they may override the committee and direct that a building permit be issued. They may also make recommendations before making their decision.

Review for Zoning Compliance

