# CITY OF CROWLEY

## Crowley's Historic District Commission
## Review Procedures and Application

As authorized by Ordinance No. 1190 of the City of Crowley the Downtown Historic District Commission will review your request for restoration, renovations, demolition, or new structures lying within the Downtown Historic District, before a building permit will be issued.  The procedures to be followed are outlined below.

1.  Request a "Historic Commission Review Application" form, in person, by mail, or fax to:

     Crowley Downtown Historic Commission
     Crowley City Hall
     426 North Avenue F
     P. O. Box 1463
     Crowley, LA  70527-1463
     Phone No. (337) 788-4103
     Fax No. (337) 788-4146

2.  Return the application to the above location along with sketches or architectural drawings, which include dimensions, details of the facade (plus side street elevations for buildings on corner lots), and color schemes when appropriate.  The submittal must include the setback dimension with relationship to the street and to adjacent building(s) and elevation drawings showing the relationship of the height to adjacent structures.  Six sets of the submittal drawings are to be supplied for the review, five of which shall be returned to the applicant.

3.  Applications will be reviewed by the City of Crowley Downtown Historic Commission at their next regularly scheduled meeting.

4.  The Downtown Historic Commission review recommendations will be reported to the City Council Committee for their action.

5.  The Committee will authorize the Inspection and Permit Department to proceed with the building permit process or instruct the applicant to make changes to the proposed work as recommended by the Downtown Historic Commission.

6.  Resubmitted applications should include a new Review Application marked in the appropriate box as resubmitted.

7.  The applicant and/or his representative(s) are encouraged to be present at any and all meetings of the Crowley Downtown Historic Commission.  Presentation of the proposed work will be allowed as part of the review process.