

HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION



PLANNING &
DEVELOPMENT
DEPARTMENT

2022 HAHC SCHEDULE

COA APPLICATION DEADLINE 12 pm (noon)	HAHC MEETING DATE (2:30 pm)
Mon, December 20, 2021	Thurs, January 27
Mon, January 31	Thurs, February 24
-	Thurs, March 31 (Training)
Mon, March 21	Thurs, April 21
Mon, April 25	Thurs, May 19
Mon, May 23	Thurs, June 30
Mon, June 27	Thurs, July 28
-	Thurs, August (no meeting)
Mon, August 8	Thurs, September 8
Mon, September 19	Thurs, October 20
Mon, October 17	Thurs, November 17
Mon, November 14	December 14 (Wed.)
Mon, December 19	

<p>MEETING TIME & LOCATION: 2:30 p.m. City Hall Annex City Council Chambers, Public Level 900 Bagby Street, Houston, TX with Virtual TEAMS option</p>	<p>FOR MORE INFORMATION: http://www.houstontx.gov/planning/HistoricPres/ email: historicpreservation@houstontx.gov phone: 832-393-6556</p>
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Applications: All applications must be submitted via Historic Preservation Tracker at <https://cohweb.houstontx.gov/hpt/>. <https://cohweb.houstontx.gov/HPT/login.aspx> Application forms can be downloaded at <https://www.houstontx.gov/planning/HistoricPres/certifapp.html>

Complete Applications: All materials must be submitted by the deadline listed above to be considered at the following HAHC meeting. Designs must be final at time of application; major revisions will not be accepted after the deadline. HAHC will not accept new material or redesigns presented at the HAHC meeting; deferral until the following meeting may be necessary to allow for adequate review.

Fees: All COA applications have an application fee. See the *Application Fee Information* at <https://www.houstontx.gov/planning/HistoricPres/certifapp.html>. Project revisions already approved pay the alteration fee (not addition) as the original fee.

Notice Sign: All COA applications require a public notice sign to be posted on the property within **3 calendar days** after application submission. See the *COA Sign Requirements* at: <https://www.houstontx.gov/planning/HistoricPres/certifapp.html>

COA Due Dates: Certificate of Appropriateness (COA) applications are due 22 calendar days or more in advance of the HAHC meeting by **12 PM (noon)**, on or before **the deadline date listed above**. Application forms can be downloaded at: <https://www.houstontx.gov/planning/HistoricPres/certifapp.html>

COA Deferral Due Date: Revisions to items deferred at a HAHC meeting, and fee, are due at least **17 days** in advance of the next meeting.

Administrative Approval: Some applications may qualify for approval by the Planning Director. Staff will notify applicants.

Pre-Application Design Review and Staff Assistance: You may apply for a pre-application design review and staff will help you with required application materials and design details based on the ordinance. Apply on Preservation Tracker. No fee required; applications assigned weekly to staff teams. <https://cohweb.houstontx.gov/hpt/>.

Approved by HAHC 10.21.21 (For staff use: Updated 10.13.21 Z:\GROUP\HistoricPreservation\HAHC\102121