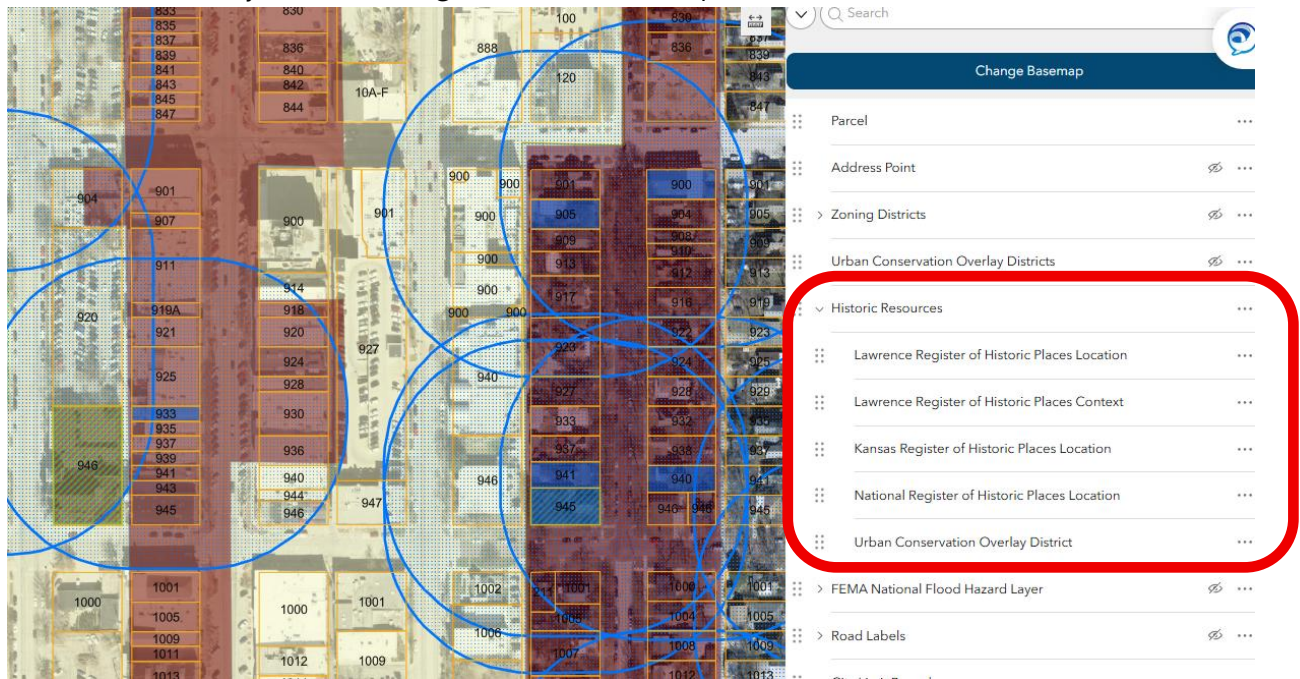


How do I find out if my property will require a historic review?

You have four options:

- View the [Lawrence Atlas](#). This is a citywide map with layers that can show if your property is listed as historic or if it is located in a context area which is 250 feet from a Lawrence Register listed property. Make sure to turn on all of the historic layers on the right side of the map.



- Call Planning and Development Services at (785) 832-7700 and ask to speak to the Planner of the Day.
- Email the Planner of the Day at planning@lawrenceks.gov
- Visit the Planning and Development Services office located on the ground floor of City Hall, 6 E 6th Street. Business hours are Monday – Friday, from 8:00 a.m. to 5:00 p.m.

What projects require historic review under Chapter 22 of the City Code?

- Building Permits for construction work that is visible from the public right of way.
- Demolition Permits
- Sign permits
- Projects that require review by the Planning Department like site plans, special use permits, rezoning, and land subdivision or consolidation.
- Ground-disturbing projects that require a permit from the city.



Who will review my project?

- All projects will be reviewed by staff except for:
 - Demolition of main structures
 - New construction of main structures
 - Building Additions larger than 20% of the existing building footprint
 - Upper-floor additions
- Projects reviewed by the Historic Resources Commission
 - Projects that don't meet the review standards and guidelines in Chapter 22.
 - Projects for New Construction of main structures
 - Demolition of Main structures
 - Building additions larger than 20% of the existing building footprint
 - Upper-floor additions

Who is the Historic Resources Commission and what background do they have to review my project?

- The Historic Resources Commission (HRC) is a seven-member board appointed by the City Commission.
- The commission has two architects, two professionals in preservation related fields, and three people who have demonstrated interest in historic resources.

What standards and guidelines are used to review projects?

- If a property is listed in the Lawrence Register, the [Secretary of the Interior's Standards](#) will be used.
- If a property is located in a context area, the standards in [Chapter 22](#), Section 22-507 and the Design Criteria in Section 22-508 will be used.

When does the Historic Resources Commission meet?

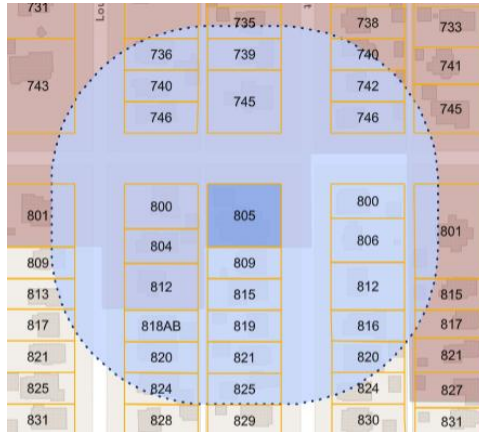
- The HRC meets the third Thursday of every month.
- The HRC meets in City Hall in the City Commission room.
- A schedule of the meetings can be found [here](#).

What is a context area and how do I know if I am in one?

- A context area is a 250-foot area around a property listed on the Lawrence Register.
- Context review looks at the patterns in the 250-foot area around a listed property and guides development to make sure it is compatible with the area.



- Context areas appear like circles around the listed properties. If your property is located in the circle, you are located in a context area.



- If your property is only partially in the context area, your property will be considered in the context area if it touches a structure on the property. If the context area does not touch a structure on your property, you are not in the context area and you will not be required to have historic review.

Do Environs still exist?

- No. Context Areas replaced environs reviews.
- The difference between context reviews and environs reviews is the limited scope of the context review.

How do I apply for historic review?

- If your project can be reviewed by staff (see above), you can submit your building permit, and the historic review will take place with the building permit review.
- If your project requires review by the Historic Resources Commission, you must apply for a Design Review application in the city's online permitting system, [Enterprise Permitting and Licensing](#).
- A pre-application meeting is required 7 days prior to the submission of the Design Review application. To set up this meeting, you will use the [Enterprise Permitting and Licensing](#) system.
- Once you have submitted your Design Review application, staff will determine if it can be approved by staff or if it will need to be placed on an HRC agenda.

Do I have to have an architect design and draw my project plans?

- No. Plans submitted for historic review do not have to be drawn by an architect.



- Plans should be clear and to scale with written descriptions to explain the project.

Do I have to get approval to paint my house or chose a paint color for my house?

- No. Painting your house does not require a permit or historic review.

What is a Certificate of Approval?

- A Certificate of Approval is the official name of the historic review.
- The Certificate of Approval replaced the previous Certificate of Appropriateness.
- Information about the Certificate of Approval can be found in Chapter 22, Article 5.

What actions can the HRC take on a historic review?

- The HRC can approve, approve with conditions, or deny the project.
- If the HRC approves with conditions, the project does not have to go back to the HRC when the conditions are met. It can be reviewed and released by staff.

What happens if the HRC denies my project?

- If the HRC denies a project, the applicant can appeal the decision to the City Commission ([Chapter 22](#), Section 22-506).
- The City Commission will review the project using the same guidelines.

Can I demolish a structure in a context area?

- It is possible to demolish a structure in the context area. ([Chapter 22](#), Section 22-508(c)(3)(B))
- The Historic Resources Commission reviews all demolition permits for primary structures.
- Demolition request will be evaluated by the HRC for integrity, originality, craftsmanship, age, or historical significance to determine if it contributes to the context area.
- Demolition may be approved if the structure does not contribute to the context area, or has been substantially damaged through fire, natural disaster or deterioration, and only when a compatible replacement structure is proposed.



What happens if a structure is unsafe and shouldn't wait for review by the HRC?

- The Building Code Official can issue approval of a demolition of a structure that is declared unsafe and dangerous to protect the health, safety and welfare of the public. (Chapter 22, Article 11)
- Staff will document the structure and site.

What if my project also requires review by the Planning Commission or the Board of Zoning Appeals?

- You can submit a project for concurrent review for the Planning Commission or Board of Zoning Appeals.
- The Historic Resources Commission determination must be made before the project is heard by the Planning Commission or the Board of Zoning Appeals.

Do city projects have to get historic review?

- Yes. City projects are subject to the same review as property owners. (Chapter 22, Article 8)
- Staff or the HRC will use the same standards located in Chapter 22, Section 22-507 and 22-508.

Is there any financial assistance for my project if it is listed or in a context area?

- Currently there is no financial assistance for properties that are listed in the Lawrence Register or located in a context area.

