

Aurora Historic Preservation Commission

A Step-by-Step Guide to the Process

1. Property owner confirms that the concerned property is within the local historic district.
2. If it is, property owner downloads COA application from the City of Aurora's website or picks up a copy at City Hall.
3. *(optional but highly recommended)* Property owner contacts HPC Staff for consultation and site visit prior to completing the COA application form.
4. Completed COA applications along with application fees must be submitted to the Clerk's office at City Hall **by 5 p.m. on the first Tuesday of each month** in order to be added to that month's HPC agenda.
5. Staff prepares a report based upon existing conditions, best practices, and city ordinance.
6. At City Hall **on the third Tuesday of the month at 7 p.m.** the HPC conducts reviews of submitted COA applications. At this review COA applications will be Approved, Approved with Conditions, or Denied.