

# HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION



PLANNING &  
DEVELOPMENT  
DEPARTMENT

## 2017 HAHC SCHEDULE

HAHC MEETING DATES (Thursdays unless noted otherwise)	COA APPLICATION DEADLINE 12pm (noon)
January 26	January 4
February 23	February 1
March 23	March 1
April 20	March 29
May 18	April 26
June 15	May 24
July 26 (Wednesday)	July 3
August 23 (Wednesday)	August 1
September 21	August 30
October 19	September 27
November 16	October 25
December 13 (Wednesday)	November 21

<p><b>MEETING TIME &amp; LOCATION:</b> 3:00 PM at City Hall Annex City Council Chambers, Public Level 900 Bagby Street, Houston, TX</p>	<p><b>FOR MORE INFORMATION:</b> <a href="http://www.houstontx.gov/planning/HistoricPres/">http://www.houstontx.gov/planning/HistoricPres/</a> email: <a href="mailto:historicpreservation@houstontx.gov">historicpreservation@houstontx.gov</a> phone: 832-393-6556</p>
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### PLEASE NOTE:

- **Deadlines:** Deadlines are firm. Contact staff well in advance of the deadline to discuss your project and resolve potential issues.
  - Due Dates: Certificate of Appropriateness (COA) applications are due **22 calendar days** in advance of the HAHC meeting by **12 PM (noon)** on the deadline date. *Exception: Revisions to items deferred or denied at the previous HAHC meeting are due 15 days in advance of the scheduled meeting.*
  - Complete Applications: All materials must be submitted by the deadline to be considered at the following HAHC meeting. Designs must be final at time of application; 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.
- **Notice Sign:** All COA applications require a public notice sign to be posted on the property. Please see the *COA Sign Requirements* at [www.houstontx.gov/planning/Forms/](http://www.houstontx.gov/planning/Forms/) for more information.
- **Administrative Approval:** Some applications may qualify for approval by the Planning Director instead of HAHC. Please contact staff if you have questions about the eligibility of your project for this expedited review.
- **Forms:** Application forms can be downloaded at [www.houstontx.gov/planning/Forms/](http://www.houstontx.gov/planning/Forms/).