

# HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION



PLANNING &  
DEVELOPMENT  
DEPARTMENT

## 2018 HAHC SCHEDULE

COA APPLICATION DEADLINE 12pm (noon)	HAHC MEETING DATES (day of week varies)
Wed, January 3	Thurs, January 25
Wed, January 31	Thurs, February 22
Wed, February 28	Thurs, March 22
Wed, March 28	Thurs, April 19
Wed, April 25	Thurs, May 17
Wed, May 23	Thurs, June 14
Tues, July 3	Wed, July 25
Tues, July 31	Wed, August 22
Wed, August 29	Thurs, September 20
Wed, September 26	Thurs, October 18
Mon, October 22	Tues, November 13
Tues, November 20	Wed, December 12

<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/).