

# HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION



PLANNING &  
DEVELOPMENT  
DEPARTMENT

## 2019 HAHC SCHEDULE

COA APPLICATION DEADLINE 12pm (noon)	HAHC MEETING DATES (day of week varies)
Wed, January 2	Thurs, January 24
Wed, January 30	Thurs, February 21
Wed, February 27	Thurs, March 21
Tues, March 26	Wed, April 17
Wed, April 24	Thurs, May 16
Wed, May 22	Thurs, June 13
Wed, June 26	Thurs, July 18
Tues, July 30	Wed, August 21
Wed, September 4	Thurs, September 26
Wed, October 2	Thurs, October 24
Wed, October 30	Thurs, November 21
Tues, November 26	Wed, December 18

<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:**

- **Applications:** All applications must be submitted via Historic Preservation Tracker at: <https://cohweb.houstontx.gov/hpt/>
- **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.
- **Fees:** All COA applications have an application fee. Please see the *Application Fee Information* at: [www.houstontx.gov/planning/Forms/](http://www.houstontx.gov/planning/Forms/) for more information. Fees for project revisions incur the original fee.
- **Administrative Approval:** Some applications may qualify for approval by the Planning Director.
- **Forms:** Application forms can be downloaded at: [www.houstontx.gov/planning/Forms/](http://www.houstontx.gov/planning/Forms/)