

BID PACKET

Kenneth Stewart Estate

ARTS & CRAFT BUNGALOW ONLINE AUCTION



**1401 EAST MARKET STREET
NEW ALBANY, IN 47150**



ONLINE BIDDING ENDS

TUESDAY, SEPTEMBER 10 @ 6PM

**HARRITT
GROUP INC.**

HARRITGROUP.COM

AUCTION CONDUCTED BY DOUG HARRITT AUCTIONEER AU01051345



REAL ESTATE ONLINE AUCTION TERMS AND CONDITIONS
1401 E. Market Street, New Albany, IN 47150

This property is offered under specific terms and conditions per the printed auction bid packet and is included and adapted in a legally binding purchase agreement. If you have not read and reviewed the auction bid packet or do not completely accept the terms and conditions - do not bid.

BIDDING ONLINE - Proper and complete registration is required. All bidders must provide name, address, phone number, email address and credit card information to register. A credit card will be validated before bidding access is granted, but is not a recognized form of payment of the deposit or purchase price. By registering, all bidders acknowledge having read and agree to be bound by the Auction Terms and Conditions.

While online bidding is very popular, not everyone is entirely comfortable with the process. The Harritt Group staff is always available to assist any bidder who has questions. If you need assistance placing a bid online or prefer to submit a bid in person, please call our office for assistance @ 812-944-0217.

BUYER'S PREMIUM - A 10% buyer's premium will be added to the hammer bid price to determine the final purchase price. Example: Hammer Bid Price \$100,000 plus a 10% buyer's premium equals a contract purchase price of \$110,000.

MANNER OF PAYMENT - A 10% *non-refundable down payment* in the form of cash, check or wired funds are due within 24 hours following the auction with the signing of a legally binding purchase agreement. Arrangements will be made to meet with the successful bidder to execute the documents or the documents can be emailed to the successful bidder and returned by email or fax to the Harritt Group within 24 hours of the auction.

CLOSING All auctions are a cash sale and the balance of the purchase price will be due in 40 days. If the buyer chooses to obtain financing for the balance of the purchase price, completion of this transaction is *not* based upon the condition of successfully obtaining financing nor is it subject to a satisfactory appraisal, survey or inspections of any kind. All closing costs and wiring fees are the buyer's expenses.

INSPECTION - Property is being sold "As Is" with no contingencies and no warranties expressed or implied. All inspections are welcomed *prior to auction* at the buyer's expense. The buyer relies upon the condition of the property based upon their own examination and has not relied upon any statement or representation by the auctioneer or staff as to the nature or condition of the property.

FLOOD DESIGNATION - Buyer may not terminate the agreement if the property requires flood insurance or that is subject to building or use limitations by reason of the location, which materially interferes with the buyer's intended use of the property. Buyer shall pay for and be responsible for flood certification if needed. Our records indicate that the property is not in a flood zone.

EVIDENCE OF TITLE - Seller will provide merchantable title via a deed. Cost of title evidence, as desired by the buyer, to be a buyer's expense. Owner's title insurance is always strongly recommended, and that without said insurance, the buyer may have no future objections to the title, or potential losses. Buyer is accepting title subject to (1) Any recorded or unrecorded building restrictions, restrictive covenants, conditions or other use restrictions applicable to the property and (2) Any recorded, unrecorded, or visible easements for public or private use including road, utilities or others, upon which existing improvements do not encroach of which there are no violations.

HISTORIC DISTRICT Property is located within the East Spring Street Historic District, an area which requires any exterior alterations to buildings, demolition or new construction to be reviewed and approved in advance by the city's Historic Preservation Commission. <http://newalbanypreservation.com/>

SURVEY - Property is being sold without survey. All land measurements are per courthouse records.

REAL ESTATE TAXES AND ASSESSMENTS - All taxes that have accrued for any prior calendar year that remain unpaid shall be paid by the seller either to the County Treasurer and/or the buyer in the form of a credit at closing. All taxes that have accrued for the current calendar year shall be prorated on a calendar-year basis as of the day immediately prior to the closing date. *The buyer also acknowledges the seller's tax exemptions and/or credits may not be reflected on future tax bills.* Buyer may apply for current-year exemptions/credits at or after closing if applicable.

POSSESSION - Seller will give possession at closing.

AUCTION END TIME - Harritt Group Online Auctions are timed events and all bidding will close at a specified time. Harritt Group Online Auctions also have an auto extend feature. Any bid placed in the final minutes of an auction will cause the auction ending to be automatically extended from the time the bid was placed. Example: If an auction scheduled to close at 6 PM receives a bid at 5:59 PM, and the extended bidding time for that auction is 10 minutes, the close time will automatically extend to 6:09 PM. The auto-extend feature remains active until no further bids are received within the specified time frame.

MAXIMUM BID Internet bidders who desire to make certain their bids are acknowledged should use the maximum bidding feature and place their maximum bid in ample time before the close of the auction. However, in the event two identical maximum bids for the same amount are placed, it is the first one received which will be given preference. The online bidder, therefore, is responsible for monitoring their bid to the close of the auction. Harritt Group will bear no liability/responsibility in case of bidder error. Bidding platform records of Auction Mobility and the Harritt Group will be deemed conclusive in all respects and will be final.

MALFUNCTION AND LOSS OF SERVICE The results of the auction may be rendered void if a malfunction or temporary loss of service occurs. In such an event, Harritt Group reserve the right to remedy the situation in whichever way best represents the seller, including the cancellation of existing bids. Harritt Group shall not be held liable in any way for any malfunctions or loss of service. Bidder acknowledges and understands that this service may or may not function correctly at the close of the auction. Under no circumstances shall Bidder have any kind of claim against Harritt Group or anyone else if the internet service fails to work correctly during the close of the auction. Harritt Group will not be responsible for any missed bids from any source.

SOLD WITH SELLER'S RESERVE - Final bid price is subject to the seller's confirmation. When the bidding has met the reserve, a notification will be posted and the auction will become absolute and sell to the highest bidder.

PRE-AUCTION SALES Pre-auction offers must meet all auction terms and be submitted to the Auctioneer on the Real Estate Purchase Agreement along with the required deposit. Properly submitted offers will be presented to the seller, who may accept or reject such offer in their sole and absolute discretion.

AGENCY The Harritt Group is acting exclusively as agents for the seller.

SELLER Kenneth G. Stewart Estate

Client Detail

1401 E Market Street, New Albany, IN 47150

Listing #: **2019010242** Total Finished Sqft: **960**

Above Grade Finished SqFt: **960**

\$0
Active (08/22/19)



Prop Type:	Residential/Farm	SubType:	Residential
County:	Floyd	Township:	New Albany
Subdivision:	No	School Dst:	New Albany-Floyd Cty
Subdiv Nm:		Parcel#:	220502801730000008
Beds:	2	Lot Sz:	0.04 / 1,742
Baths:	1 (1 0)	Lot Size Src:	Assessor
Abv Grd SF:	960	Lot Dim:	30' x 60'
Tot Fin SF:	960	Year Built:	1929
New Const:	No	Annual Tax:	253
Home Warranty:	No	Tax Year:	2018/2019
Land Assess:	9,800	DOM:	4
Improvements:	80,100	HOA \$:	/ None
Total Assess:	89,900		
Directions:	From State Street in Downtown New Albany head East on E. Market Street 9/10 mile to auction on left at the corner of 14th Street.		

Legal:	P 220 S 1/2 W 1/2 L 1 UP MKT.		
Tot Deductions:	\$69,625	<u>Deduction Type</u>	<u>Comment</u>
		Supplemental Homestead	\$12,145
		Over 65	\$12,480
		<u>Deduction Type</u>	<u>Comment</u>
		Homestead Standard	\$45,000

Remarks

Arts & Craft Bungalow Online Auction - Bidding Ends Tuesday, September 10 @ 6 PM. Selling online a 1920's two-bedroom craftsman style brick bungalow with covered porch and basement on a fenced corner lot near downtown just minutes to shopping, dining, schools, and parks. Home features stunning art pottery tile fireplace, swinging door to the kitchen with walk-in pantry, nine-foot ceilings, hardwood floors, built-in hall cabinets on a compact 30' x 60' lot virtually maintenance-free with no grass. A great location centrally located on the corner of 14th Street with easy access to the Ohio River Greenway and nearby towns. Come be apart of the downtown renaissance! Measurements per courthouse. Agent estimates square footage in the basement to be less @ 700 sq. ft. Broker participation welcomed. BUYERS PREMIUM 10% Buyer's Premium added to the hammer bid price to determine the final purchase price. REAL ESTATE TERMS 10% Non-refundable down payment in the form of cash, check or wired funds are due within 24 hours following the auction, balance due in 40 days. Taxes prorated to the day of closing. Possession at closing. Selling as is without contingencies, all inspections welcomed prior to the auction. OPEN Tuesday, September 3, 4-6 PM and Tuesday, September 10, 11 AM-1 PM or call for an appointment.

Amenities

Type:	1 Story	Foundation:	Poured Concrete
Zoning:	Residential	Basement Type:	Crawl Space, Partial, Unfinished
Construction:	Frame On-Site	Laundry:	No
# Fireplaces:	1 Fireplace: Unknown	Road Frontage:	90'
Appliances:	Range / Oven, Refrigerator		
Lot Description:	Corner Lot		
Exterior Type:	Brick Over Frame		
Exterior Feat:	Covered Porch, Fenced Yard, Public Sidewalk		
Interior Feat:	Formal Dining Rm, Natural Wood Trim, Pantry		
Road Type:	Paved		

Measurements

Above Grade Finished:	960.0	Nonconform Finished:	0.0
Above Grade Unfinish:	0.0	Nonconform Unfinish:	0.0
Below Grade Finished:	0.0	TFLS:	960
Below Grade Unfinish:	960.0		

Room Sizes & Levels

Total Rooms:	5	Garage:	N	Garage Size:		Garage Type:		Garage Spaces:	
<u>Type</u>	<u>Dimension</u>	<u>Level</u>	<u>Flooring</u>	<u>Description</u>					
Family Room	13 x 14	1st Floor	Wood						
Dining Room	12.6 x 14	1st Floor	Wood						
Kitchen	9 x 9	1st Floor	Other						
Bedroom	12 x 11	1st Floor	Wood						
Bedroom	11 x 12	1st Floor	Wood						
Bathroom Full	8 x 6	1st Floor	Tile						

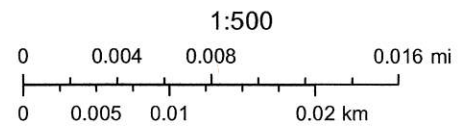
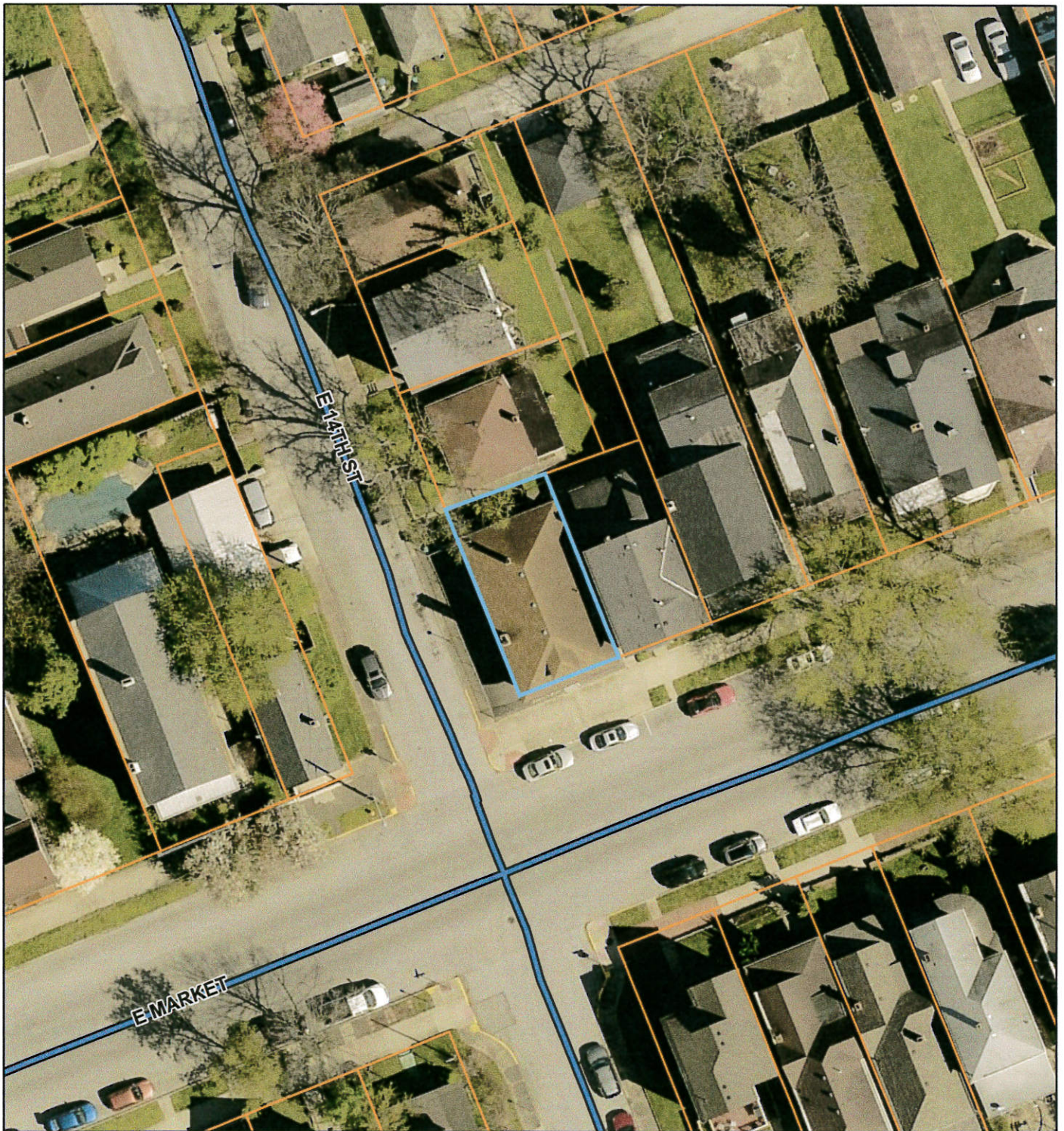
Utilities

Water Heater:	Natural Gas	Heat Type:	Forced Air
Water Type:	Public Onsite	Cooling Type:	Central Air
Natural Water:		Fuel Type:	Nat Gas
Sewer Type:	Sanitary Onsite		

General Information

Possession:	At Closing	Covenants & Restr:	No
Flood:	No	Sign:	Yes
Seller Will Lease:	No	Terms:	No

1401 E. MARKET STREET, NEW ALBANY, IN 47150



22-05-02-801-730.000-008
 General Information
 Parcel Number
 22-05-02-801-730.000-008
 Local Parcel Number
 0087260027
 Tax ID:

Routing Number
 05-02-8E4-670

Property Class 510
 1 Family Dwell - Platted Lot

Year: 2019

Location Information

County
 Floyd
 Township
 NEW ALBANY TOWNSHIP
 District 008 (Local 008)
 NEW ALBANY CITY
 School Corp 2400
 NEW ALBANY-FLOYD COUNTY C
 Neighborhood 5028004-008
 New Albany Additions "C"

Section/Plat

Location Address (1)
 1401 E MARKET St
 NEW ALBANY, IN 47150

Zoning

Subdivision

Lot

Market Model
 5028004-008 - Residential

Characteristics

Topography Flood Hazard
 Level
 Public Utilities ERA
 All
 Streets or Roads TIF
 Paved, Sidewalk
 Neighborhood Life Cycle Stage
 Static

Printed Friday, August 09, 2019

Review Group 2019

Stewart, Kenneth G.
 Ownership
 Stewart, Kenneth G.
 1401 E Market St
 New Albany, IN 47150

Legal
 P 220 S 1/2 W 1/2 L 1 UP MKT.



Valuation Records (Work In Progress values are not certified values and are subject to change)

Assessment Year	2019	2018	2017
Reason For Change	WIP	Misc	AA
As Of Date	06/24/2019	02/15/2019	06/12/2017
Valuation Method	Indiana Cost Mod	Indiana Cost Mod	Indiana Cost Mod
Equalization Factor	1.0000	1.0000	1.0000
Notice Required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Land	\$9,800	\$9,800	\$9,800
Land Res (1)	\$9,800	\$9,800	\$9,800
Land Non Res (2)	\$0	\$0	\$0
Land Non Res (3)	\$0	\$0	\$0
Improvement	\$80,100	\$69,900	\$69,300
Imp Res (1)	\$80,100	\$69,900	\$69,300
Imp Non Res (2)	\$0	\$0	\$0
Imp Non Res (3)	\$0	\$0	\$0
Total	\$89,900	\$79,700	\$79,100
Total Res (1)	\$89,900	\$79,700	\$79,100
Total Non Res (2)	\$0	\$0	\$0
Total Non Res (3)	\$0	\$0	\$0

Land Data (Standard Depth: Res (50' X 150' Base Lot: Res 50' X 160', Cl 50' X 160')

Land Pricing Soil Type Method ID	Act Front.	Size Factor	Rate	Adj. Rate	Ext. Value	Infl. %	Res Market Elig % Factor	Value
F F	30	30x60	\$525	\$326	\$9,780	0%	100%	\$9,780

Land Computations

Calculated Acreage	0.04
Actual Frontage	30
Developer Discount	<input type="checkbox"/>
Parcel Acreage	0.04
81 Legal Drain NV	0.00
82 Public Roads NV	0.00
83 UT Towers NV	0.00
9 Homesite	0.00
91/92 Acres	0.00
Total Acres Farmland	0.04
Farmland Value	\$0
Measured Acreage	0.00
Avg Farmland Value/Acre	0.0
Value of Farmland	\$0
Classified Total	\$0
Farm / Classified Value	\$0
Homesite(s) Value	\$0
91/92 Value	\$0
Supp. Page Land Value	\$0
CAP 1 Value	\$9,800
CAP 2 Value	\$0
CAP 3 Value	\$0
Total Value	\$9,800

1401 E MARKET St

Transfer of Ownership

Date
 04/05/1988
 01/01/1900
 Owner
 Stewart, Kenneth G.
 STEWART, KENNETH

510, 1 Family Dwell - Platted Lot

New Albany Additions "C"

Notes

3/6/2018 22Q1: BF FIELD REVIEW & DATA ENTRY.
 4/25/2017 16UP: FILED ON FORM 11. ADJUSTED USING COMPS TO BRING IN LINE. SB
 1/1/1900 18Q1: 1ST 1/4 OF 2018 RE: 15PAY16 BF

Appraiser 03/22/2018 BF

Collector 03/22/2018 BF

Data Source External Only

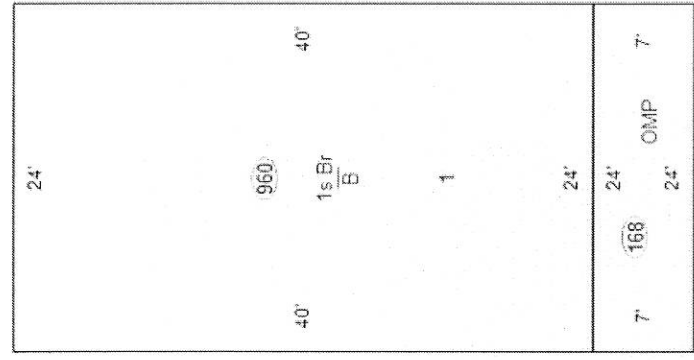
General Information		Plumbing	
Occupancy	Single-Family	#	TF
Description	Single-Family R 01	Full Bath	1 3
Story Height	1	Half Bath	0 0
Style	11 Story Conventional	Kitchen Sinks	1 1
Finished Area	960 sqft	Water Heaters	1 1
Make		Add Fixtures	0 0
		Total	3 5

Floor Finish		Accommodations	
<input type="checkbox"/> Earth	<input type="checkbox"/> Tile	Bedrooms	2
<input checked="" type="checkbox"/> Slab	<input checked="" type="checkbox"/> Carpet	Living Rooms	0
<input checked="" type="checkbox"/> Sub & Joint	<input type="checkbox"/> Unfinished	Dining Rooms	1
<input type="checkbox"/> Wood	<input type="checkbox"/> Other	Family Rooms	0
<input type="checkbox"/> Parquet		Total Rooms	5

Wall Finish		Heat Type	
<input checked="" type="checkbox"/> Plaster/Drywall	<input type="checkbox"/> Unfinished	Heat Type	
<input type="checkbox"/> Paneling	<input type="checkbox"/> Other	Central Warm Air	
<input type="checkbox"/> Fiberboard			

Roofing	
<input type="checkbox"/> Built-Up	<input type="checkbox"/> Metal
<input type="checkbox"/> Wood Shingle	<input checked="" type="checkbox"/> Asphalt
	<input type="checkbox"/> Slate
	<input type="checkbox"/> Tile
	<input type="checkbox"/> Other

Exterior Features	
Description	Area
Porch, Open Masonry	168
	Value
	\$6,600



Description	Count	Value
Specialty Plumbing		

Cost Ladder			
Floor	Constr	Base	Finish
1	7	960	960
2			
3			
4			
1/4			
1/2			
3/4			
Attic			
Bsmt	960	0	\$23,400
Crawl			
Slab			

Adjustments	1 Row Type Adj. x 1.00	Total Base
Unfin Int (-)		\$102,100
Ex Liv Units (+)		\$102,100
Rec Room (+)		\$0
Loft (+)		\$0
Fireplace (+)		\$0
No Heating (-)		\$0
A/C (+)	1:960	\$2,700
No Elec (-)		\$0
Plumbing (+ / -)	5 - 5 = 0 x \$0	\$0
Spec Plumb (+)		\$0
Elevator (+)		\$0
Sub-Total, One Unit		\$104,800
Sub-Total, 1 Units		\$6,600
Exterior Features (+)		\$111,400
Garages (+) 0 sqft		\$0
Quality and Design Factor (Grade)		\$111,400
Location Multiplier		0.95
Replacement Cost		0.91
		\$96,305

Summary of Improvements

Description	Res Eligibl	Story Height	Year Built	Eff Year	Eff Age	Co nd	Base Rate	LCM	Adj Rate	Size	RCN	Norm Dep	Remain. Value	Abn Obs	PC Nbhd	Mkrt	Improv Value
1: Single-Family R 01	100%	1	1929	1929	90	A	90 A	0.91		1,920 sqft	\$96,305	45%	\$52,970	11%	100%	1.7000	\$80,100



LEAD-BASED PAINT CERTIFICATION AND ACKNOWLEDGMENT
Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards
(SALES)

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PROPERTY ADDRESS: 1401 E Market St, New Albany, IN 47150

LEAD WARNING STATEMENT

Every buyer of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

SELLER'S DISCLOSURE

(a.) Presence of lead-based paint and/or lead-based paint hazards: (check (i) or (ii) below)

- (i) [] Known lead-based paint and/or lead-based paint hazards are present in the housing (explain):
(ii) [X] Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b.) Records and reports available to the seller: (check (i) or (ii) below)

- (i) [] Seller has provided the buyer with all available records and reports including Seller's Residential Real Estate Sales Disclosure form, if applicable, pertaining to lead-based paint and/or lead-based paint hazards in the housing (list and attach documents below):
(ii) [X] Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

BUYER'S ACKNOWLEDGEMENT (initial)

- (c.) Buyer has received copies of all information listed above.
(d.) Buyer has received the pamphlet Protect Your Family From Lead In Your Home.
(e.) Buyer has (check (i) or (ii) below):
(i) [] received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards;
OR
(ii) [] waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

BROKER'S ACKNOWLEDGMENT (initial)

(f.) Broker has informed the seller of seller's obligations under the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4852d) and is aware of Broker's responsibility to ensure compliance.(NOTE: where the word "Broker" appears, it shall mean "Licensee" as provided in I.C.25-34.1-10-6.8.)

1401 E Market St, New Albany, IN 47150
(Property Address)

47 **CERTIFICATION OF ACCURACY**

48 The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they
49 have provided is true and accurate.

50

51 This *Certification and Acknowledgment* may be executed simultaneously or in two or more counterparts, each of which shall be
52 deemed an original, but all of which together shall constitute one and the same instrument. The parties agree that this
53 *Certification and Acknowledgment* may be transmitted between them electronically or digitally. The parties intend that
54 electronically or digitally transmitted signatures constitute original signatures and are binding on the parties. The original
55 document shall be promptly delivered, if requested.

56
57 *N. Nakamura* 8-24-19
58 SELLER'S SIGNATURE DATE BUYER'S SIGNATURE DATE

59
60 Noboru Nakamura, Jr.
61 PRINTED

PRINTED

62
63
64 SELLER'S SIGNATURE DATE

BUYER'S SIGNATURE DATE

65
66
67 PRINTED

PRINTED

68
69
70 LISTING BROKER DATE

SELLING BROKER DATE



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Form #37. Copyright IAR 2019



1401 E Market St, New Albany, IN 47150
(Property Address)

New Albany Historic Preservation Commission

The distinctive buildings found throughout New Albany's historic districts are not only symbols of our proud past, but also contribute to our community's vitality today – as homes, businesses, meeting places, cultural centers and more. Owning such a property is both a privilege and a responsibility.

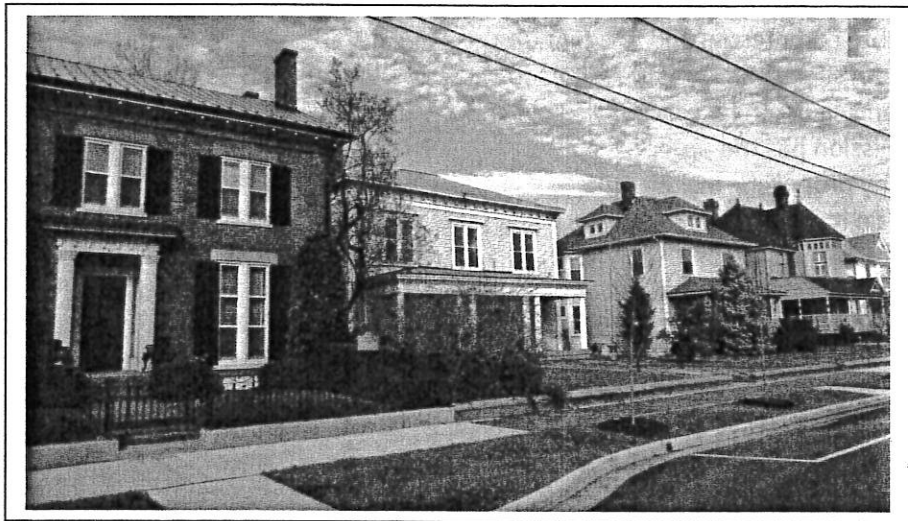
Thankfully, New Albany's historic buildings are now valued for their beauty, character, usefulness and potential to serve future generations. However, this was not always the case. It was the loss of historic properties like the old Post Office and the Floyd County Courthouse during the Urban Renewal era that renewed local interest in historic preservation.

How was the Preservation Commission established?

In 1998, the New Albany City Council passed the **'Historic Preservation Ordinance for the City of New Albany,'** (Section 151 of the Code of Ordinances), creating New Albany's Historic Preservation Commission. The Historic Preservation Commission advises the City Council and property owners on issues related to the city's historic resources, primarily those within New Albany's five historic districts. Within those historic districts, the Commission also reviews proposed exterior alterations, new construction and demolition, to ensure work is consistent with the ***Historic District Design Guidelines***.

Where are New Albany's Historic Districts?

The five locally-designated historic districts under the jurisdiction of the Historic Preservation Commission are: Mansion Row, Downtown, Cedar Bough Place, East Spring Street, and the Long-Graf House. Maps showing the boundaries for each of these historic districts can be found on the Commission's website, www.newalbanypreservation.com.



Mansion Row – including East Main Street and a portion of East Market Street - was New Albany's first historic district, designated in 1999.

Why Historic Districts?

Historic districts protect our areas of special historic significance, which include prime architectural styles from the 19th and early 20th centuries, creating awareness and bringing focus to New Albany's properties and neighborhoods that are most deserving of preservation. It allows common building and rehabilitation standards to be applied, promotes pride in the districts, protects property values, and stimulates economic vitality. Across the country, studies have shown that property values increase and are maintained when design standards and historic district protections are implemented.

How does the Historic Preservation Commission operate?

The Commission is a seven-member volunteer body. Three at-large members are appointed by the Mayor, while the other members represent each of the designated historic districts. All members have a professional or personal interest or expertise in historic preservation.

As guardians of New Albany's historic character, the Commission works with property owners planning new construction, demolition or exterior renovation projects, to make sure the project conforms to New Albany's ***Historic District Design Guidelines***.

The Preservation Commission hears and reviews proposed plans from property owners, contractors and architects on both commercial and residential projects, ranging from signage and façade issues to site work such as fencing or a new garage. The Preservation Commission has the authority to approve or reject any proposal – including demolition - based on its consistency with the Design Guidelines. Approval through the issuance of a **Certificate of Appropriateness (COA)** is required before a building permit can be obtained. The Commission also monitors projects for compliance once work is underway.



When does the Preservation Commission meet?

The Preservation Commission meets on the third Wednesday of every month at 7 PM, in the third floor Assembly Room at the City-County Building (date, time and location subject to change). To confirm a meeting, call or email Commission Administrator Laura Renwick at 812/284-4534 or south@indianalandmarks.org. The public is welcome to attend.

How does the application process work?

Any project involving new construction, demolition, or exterior alterations to a structure within a designated historic district must be reviewed and approved in advance by the Historic Preservation Commission.

Approval is granted in the form of a Certificate of Appropriateness (COA), which is required before a building permit can be issued. COA application forms may be obtained by contacting the Commission Administrator, or downloaded from the Commission's website, www.newalbanypreservation.com. Applications must be submitted at least a week in advance to be included on the agenda for a particular meeting, and early submission is encouraged.

Supporting materials that provide more detail on the work that is being planned should be included with your Certificate of Appropriateness application.

These can include:

- ♦ A map, survey or site plan indicating the exact location of the proposed work.
- ♦ Photographs showing existing conditions.
- ♦ Elevation drawings showing proposed work, if available.
- ♦ Samples of specific materials and/or colors to be used.
- ♦ If the project includes signage, a scale drawing of the proposed sign showing dimensions, materials, lettering, colors, any illumination, and location.

What's in the Design Guidelines, and why are they important?

Methods for dealing with older buildings often differ from those applicable to contemporary ones.

Choosing the wrong treatment can cause serious, irreversible damage to irreplaceable historic properties and neighborhoods.

Based on the U.S. Secretary of the Interior's Standards for Rehabilitation, New Albany's ***Historic District Design Guidelines*** outline specific procedures for compliance in many categories, encompassing virtually every aspect of improvement

or renovation. They describe preferred, time-tested methods for dealing with architectural features and common maintenance-related issues. The document serves a dual purpose, providing guidance both to property owners contemplating work, and to the Preservation Commission as it reviews applications.

The guidelines include sections on:

- ♦ Accessory structures ♦ Additions ♦ Awnings and canopies ♦ Cornices and friezes ♦ Doors
- ♦ Foundations ♦ Masonry ♦ Metals ♦ New construction ♦ Paint ♦ Porches, stoops and balconies
- ♦ Roofs ♦ Siding and trim ♦ Signs ♦ Sites
- ♦ Storefronts ♦ Streetscapes ♦ Windows
- ♦ Demolition and relocation

In addition, the guidelines contain a wealth of information about New Albany's history, the many architectural styles found throughout the city, and the development of the historic districts. The guidelines also contain a map of each of the designated historic districts.

All of the sections of the **Historic District Design Guidelines** are available on the Commission's website, www.newalbanypreservation.com. The website also includes a virtual tour of each of the designated historic districts, as well as useful information on a variety of topics, including energy efficiency, lead paint safety, and researching the history of your home.

What happens at a Commission meeting?

Applicants should plan to attend the Preservation Commission meeting at which their project will be reviewed. Staff comments on the application will be read aloud, and the applicant will be given the opportunity to describe and discuss the proposed work and answer any questions the Commission members may have. The public will also have the opportunity to speak on each project prior to a vote.

All applications are reviewed based on their consistency with the **Historic District Design Guidelines**. When planning a project, property owners are strongly encouraged to review the design guidelines relevant to their request early in the planning process. The Design Guidelines are available on the Commission's website – www.newalbanypreservation.com – or copies can be obtained by contacting the Commission Administrator.

The Commission strives to review and act on each application in a timely fashion. In the event that a request does not meet the guidelines, the Commission and its staff will work with the applicant until a satisfactory design can be developed.

Questions about planned projects are welcome at any time, and can be directed to Commission Administrator Laura Renwick at 812/284-4534 or south@indianalandmarks.org.

Remodeling without design guidelines all too often results in remuddle-ing! The cumulative effect of many changes - most notably the replacement of the storefront display windows and front door with an inappropriate window - has been the loss of much of this building's historic character.

The New Albany Historic Preservation Commission helps ensure our city's beautiful and historic neighborhoods are treated with the respect they deserve, and preserved for future generations to enjoy.

