



Dear Neighbor:

Welcome to the Opelousas Historic District! On behalf of the City of Opelousas Historic District Commission, we welcome and thank you for your interest and contributions to the preservation of the City's historic properties.

The Historic District(s) are a source of overwhelming pride and they are recognized as an invaluable asset to our City. We recognize the importance that these properties play in our history as well as preserving a unique quality of life. The Commission's objective is to find common goals while maintaining the historic integrity of the community.

We offer this handbook as a resource for historic preservation that should be considered when proposing new construction, modification, or demolition of structures within the City's Historic Districts.

This handbook includes:

1. Frequently asked questions about the Historic District.
 2. A brief summary of the Historic District ordinance.
 3. An application for a Certificate of Appropriateness, including an explanation of what is needed for a **complete** application.
 4. A map of the Historic District.
 5. Opelousas Historic District Walking Tour Guide
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Should you have any questions, please contact Opelousas Historic District Commission at (337) 948-5227.

Together, as members of this unique City, we have a responsibility to respect and preserve our past as we continue to build Opelousas' future.

About the Historic District

What is a local Historic District?

An Historic District is a special area established by City Ordinance, with defined boundaries, which contain a high concentration of historically and/or architecturally significant buildings.

What are the advantages of a Historic District Ordinance?

A Historic District Ordinance can (1) safeguard the heritage of the City by preserving and regulating historic landmarks and districts which reflect elements of its cultural, social, political, and architectural history, (2) Preserve and enhance the quality of the neighborhoods, and (3) establish and preserve property values, (4) Promote the use of historic landmarks and districts for the culture, prosperity, education, and welfare of the people of the City and visitors to the City of Opelousas.

What is the role of the Historic District Commission (HDC)?

The HDC is a group of local citizens who act as the governing authority of the Historic District.

Who are its members?

There are nine members on the commission. Each member is appointed by the Mayor and serves a four year term. A member can be reappointed. All members serve as volunteers.

When does the HD Commission meet?

Meetings are held at Noon on the 2nd Tuesday of the month at the Opelousas Tourism office. If needed, special meetings are also scheduled.

What is the process to make renovation's to property in the HD?

When making renovations to property anywhere in the city, a permit must be obtained from the Office of Code Enforcement. When these renovations involve property in the Historic District, the applicant must also submit an application for a Certificate of Appropriateness to Code Enforcement.

What kinds of projects require a Certificate of Appropriateness?

Any new construction, reconstruction, demolition, or moving of a building that requires a building permit, or any changes in material or appearance of the exterior of the property, would require a certificate of appropriateness. Examples include removal of a porch, adding a window or changing its original configuration, putting an extension onto a house, changing siding or roofing type, or site change such as moving a driveway or building a fence. While the HD Ordinance does address building façade surfaces, it does not restrict any paint color choices. It also does not restrict any renovations to the inside of the building(s).

What do I need to do to apply for a Certificate of Appropriateness?

The necessary forms are available at the Code Enforcement Office located inside the Municipal Plaza on 111 Main Street, Opelousas, LA.

Applications should include:

1. The completed application form itself with as much detailed information as possible.
2. A drawing or pictures of the proposed changes (called an "elevation").
3. A drawing or picture of the existing structures.

When will my application be reviewed and when will I learn the results?

Your application will be reviewed at the first

application. Upon approval or a Certificate of Appropriateness, applicants are generally notified in 5-7 business days. If your application is not complete or additional information is needed, you will be contacted to provide that information.

Can I attend the meeting?

Yes. The HDC encourages applicants to attend the meeting at which their application is reviewed in order to answer any questions or provide additional information without delay.

What if I disagree with the Commission's recommendations?

If the applicant disagrees with the Commission's recommendations, the applicant can appeal to the Opelousas City Council at their next regularly scheduled meeting. The applicant must contact the Mayor's office in order to be put on the agenda and must notify the HDC of its plans to appeal so that members of the HDC can be present at the City Council meeting.

Where do I go if I need assistance?

City staff is available to assist you throughout your application process. If you have any questions about the City of Opelousas Historic District or would like to obtain a copy of the Ordinance, please contact the Office of Tourism at (337) 948-5227 or Code Enforcement at (337) 948-2533.





Brief Summary of the Opelousas Historic District Ordinance

The Opelousas Historic District Ordinance was enacted in 2001.

Sections 1-6	Deal with the establishment of the Historic District Commission, the members, the scheduled meetings and the rules and regulations.
Section 7	Defines the Historic District and its boundaries.
Sections 8-10	Describe when it is necessary to apply for a Certificate of Appropriateness (COA) and how to apply for the COA, the process involved with hearing the COA and notification of the commission's decision.
Sections 11-15	Deal with the appeals process and various penalties for non-compliance.
Section 16	Describes the requirements for new construction including the scale of the proposed construction, materials, architectural elements, etc.
Section 17	Describes the requirements for the preservation or restoration of an historic property including the standards to be followed, the materials to be used, etc.
Sections 18-20	Deal with fences, floodlights and overhanging balconies.
Section 21	Deals with signs including what constitutes a sign, free-standing versus on buildings, materials used, size requirements, temporary signs, etc.
Section 22	Aerials, Antennas, etc.
Section 23	Describes minimum maintenance requirements.
Section 24	Describes "Demolition by Neglect".
Section 25	Defines mobile homes, mobile home parks, and portable buildings and discusses pre-existing structures. NO ADDITIONAL MOBILE HOMES MAY BE PLACED IN THE HISTORIC DISTRICT and those in existence must comply with the City's Code of Ordinances.

The copy of the entire ordinance is available at Opelousas Tourism
828 East Landry St. #6, Opelousas, LA 70570, Phone 337-948-5227 or at
www.cityofopelousas.com .



Opelousas, Louisiana
Historic District

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

New Construction _____ Rehabilitation _____ Demolition _____
Sign _____ Relocation _____

Application is hereby made for a Certificate of Appropriateness (COA) and is made subject to the Opelousas Historic District Ordinance, other local ordinances, and state laws which are presently in force or that may be enacted affecting or regulating thereto. The undersigned applicant agrees to these requirements which are a necessary condition for approval of this certificate.

Name of Property Owner _____

Street Address of Owner _____

City/State/Zip _____

Phone _____

Address of Property to be Altered _____

(If Applicable)
Name of Business _____

Address of Business _____

Represented by _____
(Representative should have the authority to commit applicant to make changes that may be suggested or required by OHDC.)

Address of Representative _____

Are there any other applications relevant to this property and/or the requested modifications pending or contemplated by any other regulations or administrative agency?

No _____ Yes _____ If yes, describe below:

Description of proposal:

PLEASE ATTACH PHOTOS OF PRESENT BUILDING AND STREETSCAPES AS WELL AS DRAWINGS OF PROPOSED CHANGES OR NEW CONSTRUCTION.

Also include the following, if applicable:

Site plan

Sketch, drawing, elevation

Photographs or slides showing property in question—street view

YOUR APPLICATION WILL NOT BE COMPLETE WITHOUT THIS INFORMATION.

Specify all materials and colors used in each exterior modification, to include but not limited to: foundation, walls, doors, windows, trim, gutters/downspouts, roofing, signs, lighting, sidewalk, fencing and others as applicable. Include samples of materials and color charts.

Architect/Engineer _____

Contractor _____

Number of employees _____

Estimated value of project \$ _____

Applicant: Have you read the Historic District Ordinance guidelines for your project?

Yes _____ No _____

Signature of Owner, Applicant or Representative _____

Date _____

TO BE COMPLETED BY STAFF ONLY:

Applicant _____

Address of Property _____

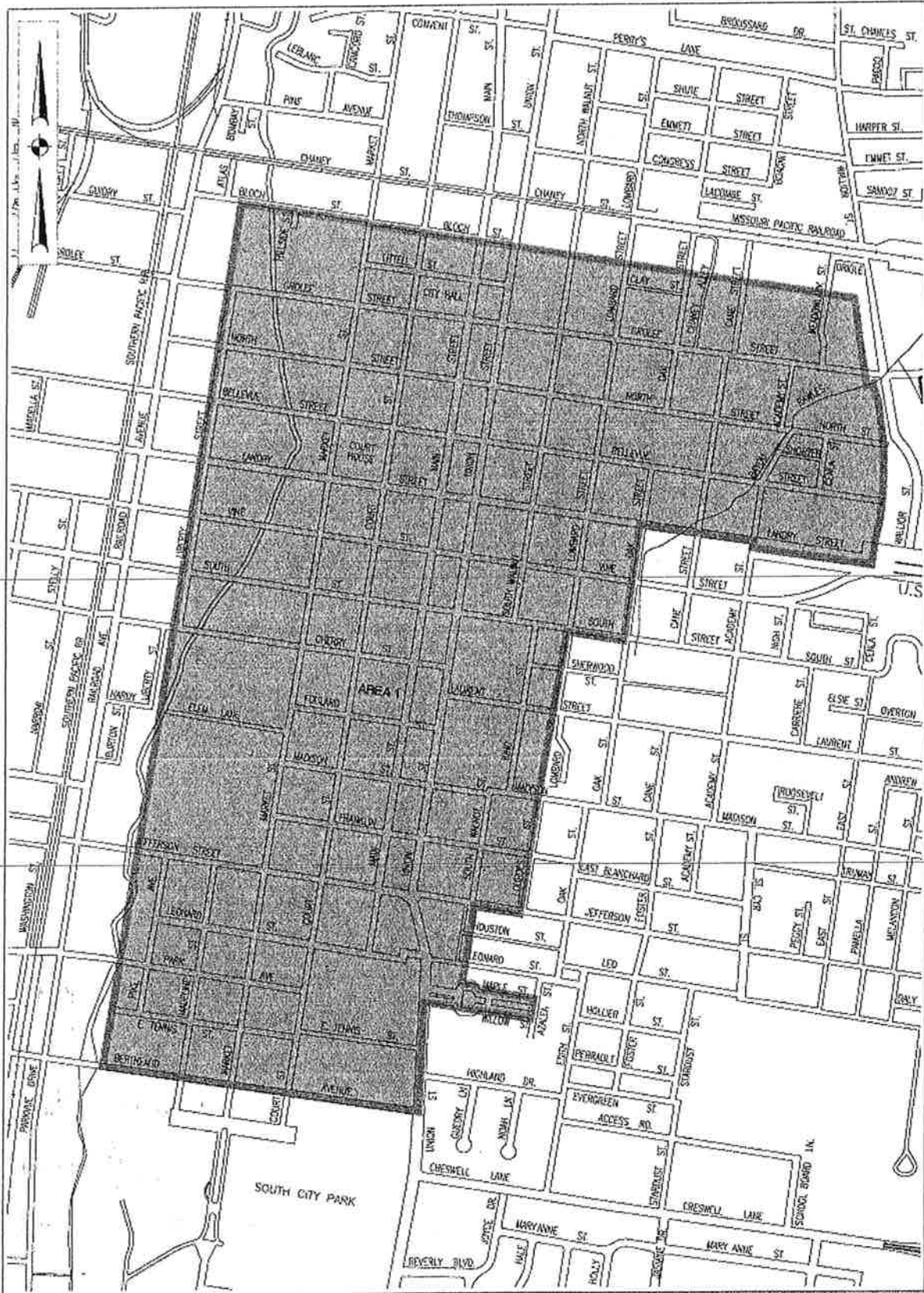
Received By _____ Date _____

Forwarded to OHDC on _____ By _____

Action Taken

Date _____

CITY OF OPELOUSAS HISTORIC DISTRICT



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