

Submittal Deadline Dates for 2011 Heritage Preservation Commission

<u>Submittal Deadline Date</u>	<u>HPC Meeting Date</u>
December 24, 2010	January 13, 2011
January 21, 2011	February 10, 2011
February 18, 2011	March 10, 2011
March 25, 2011	April 14, 2011
April 22, 2011	May 12, 2011
May 20, 2011	June 9, 2011
June 24, 2011	July 14, 2011
July 22, 2011	August 11, 2011
August 19, 2011	September 8, 2011
September 23, 2011	October 13, 2011
October 21, 2011	November 10, 2011
November 18, 2011	December 8, 2011

1. If a submission date or meeting date falls on or close to a City of Waxahachie holiday, dates are subject to change.
2. Carefully read all instructions on Certificate of Appropriateness and submit all required materials. If you have sketches, plans, elevation drawings, or artistic renderings you will need to submit **10** copies to the Commission.
3. Only complete Certificate of Appropriateness applications (with all supporting documentation) will be accepted for review. If all materials are not received by the submission deadline date the Commission may postpone review of the project until the next meeting.
4. All applications and supporting materials must be received by the Heritage Preservation Officer by deadline dates. They may be mailed or delivered to Anita Williamson at City Hall, 401 S. Rogers, Waxahachie, Texas.
5. If an architect is involved with the project, the Commission may request his or her presence at the meeting.
6. To receive the 50% tax incentive, your project must be over \$1250. You will need to submit a Tax Incentive Application to be eligible for this benefit.

If you have any questions, call Anita Williamson, 972-937-7330 x 198.