

New Orleans and CBD Historic District Landmarks Commissions  
New Orleans and CBD HDLC Architectural Review Committees

## Public Comment Procedure

### In Person

Members of the public are encouraged to attend HDLC public hearings and state their comments regarding applications. Please follow this procedure when making public comment in person at a public hearing.

- Complete a blue Public Speaker Card and return it to the staff. The card shall include your name and the agenda item you wish to speak on.
- Each speaker is given 2 minutes to speak.\*
- When your name is called, state your name and address for the record.
- Public comment shall be limited to the architectural merits of the proposal.

### Written Comment

Members of the public are encouraged to submit written comments in the event they are not able to attend the meeting. Please follow the following procedure when submitting written public comments to the HDLC. Public comment submitted after the deadline will not be distributed to the Committee members or Commissioners, but will be included in the public record.

- Written comment may be submitted via email or US mail.
- Written comment must be received by the HDLC staff by 5:00 p.m. the day before the meeting.
- Emailed public comment may be sent to the Building Plans Examiner assigned to the application or to the HDLC Office Assistant.

\*For ARC meetings there is a time limit of 10 minutes total of public comment per application, five minutes for each side. For Commission meetings, proponents shall speak first for a total of 10 minutes. Opponents may then speak for a total of 16 minutes. Proponents are then allowed a total period of 6 minutes for rebuttal.

