

Administrative Procedures

A. Applications

Before any exterior work can be undertaken on any property which falls within the boundaries of the Vieux Carré, the owner, the owner's representative, lessee, architect or contractor must first apply to and receive a permit from the Vieux Carré Commission (VCC). Applications for permits are available from the Commission office at 334 Royal Street, 2nd Floor, between the hours of 9:00 a.m. and 4:30 p.m. Monday through Friday.

Upon submission of the application, and all required documentation, the VCC's staff reviews the work proposed. If the staff determines that the application is for work which conforms with adopted VCC policies for which staff has been authorized to approve, a permit will be issued within approximately three business days. If the staff determines, however, that the work proposed does not conform to policies or is of a nature for which the staff is not authorized to approve, the application is placed before the Commission's Architectural Committee for review at the next scheduled meeting, provided the application was received no later than 4:30 p.m. two weeks prior to the date of that meeting. The time between the submission deadline and the meeting is required for staff review and preparation of reports for the VCC.

B. Meetings

The Architectural Committee, a sub-committee empowered by the VCC, meets twice monthly

C. Levels of Authority

1. Staff - authorized to issue permits in the following circumstances:

- a. On all properties, except Purple rated, for painting and repairs where the paint samples provided meet the guidelines and such repairs are in the nature of maintenance or replacement of that which is existing.
- b. On Yellow, Orange, and Brown rated properties, for openings and other details of the structure which may be modified and approved by the staff provided that
 - 1) the modification is minimal and does not significantly change the appearance of the structure; and
 - 2) the modification is determined by the Director in

consultation with the staff to be more in keeping with the style and aesthetic appearance of the structure.

- c. On Pink, Yellow, Orange, and Brown rated properties, millwork, restorations, and replacement of slate roofs as per VCC policy.
 - d. On all properties, except Purple rated, where a policy has been established by the Commission granting specific authority to the staff. (For example, awnings, light fixtures, mechanical units, etc.)
 - e. On all properties for sign applications that meet the requirements of the Comprehensive Zoning Ordinance (CZO), applicable City Codes, and VCC guidelines.
 - f. Where emergency conditions exist to authorize demolition to the extent necessary - where a building is in imminent danger of collapse and constitutes a menace to public safety. (Article 305, Building Code)
 - g. Approval of interior (courtyard, carriageways, passageways, etc.) Planting alterations and standard paving materials.
 - h. Approval of landscaping and standard sidewalk paving proposals that are typical of the Vieux Carré and meet the requirements of the CZO, applicable City Codes, and VCC guidelines.
 - i. Demolition of small deteriorated, non-original, shed additions which cannot be repaired.
2. The Architectural Committee - a professional sub-committee of the VCC authorized by the Commission to approve permits under the following circumstances:
- a. On Pink and Green rated properties, architectural modifications that do not significantly modify the visual, historic, or architectural integrity of a structure.
 - b. For modifications to Yellow, Orange, and Brown rated properties other than modifications which are unusual or change the character of the street scene.
 - c. For applications at variance with adopted VCC policies on Green, Pink, Yellow, Orange, and Brown rated properties **as long as a unique situation exists that would not establish a common precedent for other buildings.**

- d. Appeals staff decisions.
- e. For approval of final working drawings for any significant changes to Green, Pink, Yellow, Orange, and Brown rated properties, unless otherwise specified by the VCC.
- f. On all interior and standard tenant modifications in the French Market.
- g. For approval of millwork details and installation of mechanical equipment in the Upper and Lower Pontalba buildings.
- h. For approval of skylights which comply with VCC guidelines.

The Architectural Committee shall also:

- a. Make recommendations to the VCC on major architectural modifications to Yellow, Orange, and Brown rated properties.
- b. Make recommendations to the VCC on significant modifications to Green and Pink rated properties.
- c. Make recommendations to the VCC on any but the most minor repairs to Blue and Purple rated properties.
- d. Make recommendations to the VCC on new construction and demolition except those covered by Section 65, 14.

When there is a question of whether the Architectural Committee should approve or refer an application to the Commission, the Chairman shall determine if the permit is to be issued or the matter be referred to the VCC.

- 3. The Vieux Carré Commission - shall review applications under the following circumstances:
 - a. Variances to the Comprehensive Zoning Ordinance for recommendation to the Board of Zoning Adjustments.
 - b. Changes to the Comprehensive Zoning Ordinance for recommendation to the City Planning Commission and City Council.
 - c. Subdivision and conditional uses for recommendations to the City Planning Commission.
 - d. Demolition except for those covered by Section 65, 14.

- e. All new construction and capital projects of the City of New Orleans.
- f. Appeals of Architectural Committee decisions.
- g. Policy determination, and variances to adopted policies.
- h. Major architectural modifications to any property.
- i. Significant modifications to Green and Pink rated properties.
- j. With the exceptions outlined under 1 and 2 above, all other modifications to Purple and Blue rated properties.
- k. Approval of final working drawings for any significant changes to Purple and Blue rated properties, unless otherwise specified by the VCC.
- l. All such other matter not delegated to the Director, the staff, or Architectural Committee.

4. Exceptions

The VCC by its very nature deals with exceptions and unusual circumstances on a regular basis; guidelines for levels authority must be flexible and rely on a reasonable level of discretion on the part of the staff and the Architectural Committee in referring applications.

Rating	Policy Guided & to Match Existing	Limited Changes	Significant Changes	Major Changes
Purple	AC	VCC	VCC	VCC
Blue	Staff (AC)	VCC	VCC	VCC
Green	Staff	AC	AC	VCC
Pink	Staff	AC	AC	VCC
Yellow	Staff	Staff (AC)	AC	VCC
Orange	Staff	Staff (AC)	AC	VCC
Brown	Staff	Staff (AC)	AC	VCC