Fee: **$200.00** (base fee only)

Receipt#:_____

Date: _____

# CERTIFICATE OF APPROPRIATENESS APPLICATION

*Please type or print using black ink.*

## 1. Applicant / Permittee Information

Applicant Name (Ind., Org., or Entity):_____

Authorized Representative and Title (if different than above):_____

Mailing Address:_____

Phone:_____ E-mail Address:_____

## 2. Landowner Information (if different than the applicant / permittee)

Name (Ind., Org., or Entity):_____

Contact Person and Title (if different than above):_____

Mailing Address:_____

Phone:_____ E-mail Address:_____

## 3. Project or Site Location

Project Address:_____ Parcel Number:_____

Name of Historic Site, Structure, and District (if applicable):_____

## 4. Approval Being Requested (check all that apply)

- ☐ Roof repair/replacement
- ☐ Gutter repair/replacement
- ☐ Private sidewalk and driveway repair/replacement
- ☐ Stair and stoop repair/replacement
- ☐ Porch columns, railings, and skirting repair/replacement
- ☐ Chimney repair and/or tuck-pointing
- ☐ Installation of fences
- ☐ Exterior window repair/replacement
- ☐ Exterior siding
- ☐ Exterior storm window repair/replacement
- ☐ Soffit, fascia, façade, or trim work repair/replacement
- ☐ Exterior lighting addition/replacement
- ☐ Signage
- ☐ Other:_____

## 5. Required Attachments Checklist (Please submit 1 hard copy and 1 PDF copy of the items below)

- Project Description Summary: Describe each item of the project separately, including existing conditions, proposed work, materials to be used, the impact the item would have on existing historic or architectural features of the property, and proposed project phases (if applicable).
- Site plan showing location of the project, North indicator, all structures and fences on the property, and approximate dimensions.
- Sketches, drawings, building and streetscape elevations, and/or annotated photographs of all affected areas and sides of the building.
- List and/or provide materials, design, and color samples.

## 6. Certification and Permission

_____Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

_____Permission: I hereby give the Village of Allouez permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Signature of Applicant:_____ Date:_____

**TO BE COMPLETED BY THE VILLAGE OF ALLOUEZ**

☐ Approved ☐ Approved with conditions ☐ Denied

Motion with conditions or reason for denial (if applicable):_____

_____

_____

Signature of Historic Preservation Commission Chair:_____Date:_____

## CERTIFICATE OF APPROPRIATENESS GUIDELINES

**When is a Certificate of Appropriateness needed?**

- A Certificate of Appropriateness is needed if the Village of Allouez has locally designated a site, structure, or district as historic and there are plans for reconstructing, altering, or demolishing any part of the exterior of a property, or when constructing/improving the property.
- A Certificate is not needed if a site, structure or district has been designated as historic nationally and/or by Wisconsin, but not locally designated by the Village of Allouez.
- A Certificate is not needed if a site or structure is not historically designated at all.

**What information should be included with this application?**

- The following requirements are identified in *Section 5* of this application:
  - Project Description Summary: Describe each item of the project separately, including existing conditions, the proposed work, materials to be used, the impact the item would have on existing historic or architectural features of the property, and proposed project phases (if applicable).
  - Site plan showing location of the project, North indicator, all structures and fences on the property, and approximate dimensions.
  - Sketches, drawings, building and streetscape elevations, and/or annotated photographs of all affected areas and sides of the building.
  - List and/or provide materials, design, and color samples.
- It is not required that the above information be included if it has already been provided to the Village of Allouez with another recent permit application. Simply reference the specific permit application where the information can be found.

**What is the review timeline and procedure?**

- Certificate of Appropriateness application review will occur within 30 days
  - The Village of Allouez Building Inspector and Planning and Zoning Administrator will assist the petitioner when determining if a Certificate of Appropriateness is needed. Staff will also assist by previewing submitted information for completeness.
  - The application and information will be reviewed for approval by the Historic Preservation Commission (HPC) at the next available HPC meeting.
  - The petitioner is encouraged to attend the HPC meeting to discuss and answer project questions.
  - If the Certificate of Appropriateness is approved by HPC, the petitioner can proceed with obtaining related permits from the Village of Allouez the following business day.
- The review and approval procedure is identified in Historic Preservation Ordinance Section 248-6. In summary, the decision will be based on the below criteria. Additional standards may be used with the criteria, as adopted by the Historic Preservation Commission.
  - Detrimental changes, destruction, or adversely affecting architectural features of the site or district.
  - Harmonizing new construction with existing exterior and neighboring improvements.
  - Conformance with the purpose, intent, objectives, and design criteria of the Historic Preservation Plan.
  - Ability and expense related to reproducing old, unusual or uncommon design, texture, and/or material.
  - Detrimental loss to the general welfare of the public if an architectural or historically significant building is demolished.
  - Self-created hardships or difficulties when demolishing a deteriorated building or structure.

**Village Contact:**
Director of Planning & Community Development,
Trevor Fuller

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