

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

CITY OF SHULLSBURG

Application to request approval on work to be done in Historic District.

Application Date	Date Received: _____ Date Approved: _____
Applicant:	Primary Contact Person:
Phone #	Contractor:
Email	
Mailing Address, City, State, Zip	Phone #
	Email
Property Address:	
Description of Proposed Work:	Desired Start Date:

Type of Work (check all that apply)

- New Construction: (building, additions, garages, sheds, etc)
- Renovation Work: (includes, but is not limited to, all exterior changes to an existing building windows, doors, roofing, etc.)
- Sitework: Adding landscaping features (walks, patios, fencing, retaining walls, etc)
- Signage: Installation of a sign on a building or site.
- Demolition: Removal of any building feature(s) or the razing of any structure(s).

For all demolition, the applicant must comply with Section 8.4 of the Code of Ordinances

Other: _____

Applicant Signature _____
Date

By signing this application, I acknowledge I have reviewed the proposed scope of work and am responsible for compliance with any Certificate of Appropriateness issued for this project. I hereby certify that the proposed work is accurately described.

Submission Requirements for Certificate of Appropriateness Form

Your application may require certain drawings. Each application is different and, therefore, may have different drawing requirements. The Historic Preservation Commission can meet with you to determine which items in the checklist below should be submitted for the Commission review.

Once it has determined what should be submitted, the application should be returned to City Office. Additional materials may be requested at any point during the Process to insure the Commission has adequate information for review. If materials requested fail to be submitted by the deadline, the application will be excluded from the agenda and will not be placed on the agenda until all requests are satisfied. Reference to Chapter 22 of the City of Shullsburg Ordinances can be used for further explanation.

Partial Demolition:

- Floor plans, drawn to scale and dimensioned, showing existing conditions and proposed demolition.
- Photographs of the entire building exterior and interior views of the section to be demolished, and showing the general condition of the property

Demolition:

- Photographs of exterior and interior views showing the general condition of the property.
- The current dollar value of the property improvements.
- A cost estimate for the demolition, removal of debris, and grading of property after demolition.
- Certain historic structures may require the approval of the State Historical Society Preservation Architect.

Rehabilitation (Alteration of a Structure's Architectural Style or Roofline)

- Elevations of any façade when new elements are applied
- Detail drawings of any new elements
- Photos of rehabilitation area

Site Alterations:

- Site plan, drawn to scale, showing existing condition (including landscaping, parking, utilities and other elements) and proposed work.
- Photographs of the site, showing existing conditions.
- A list of materials to be used in the proposed work, including product sources and color descriptions.

New Construction/Additions, Repairs, Renovations and Alterations:

- Site plan, drawn to scale, including landscaping, parking, utilities and other site elements.
- Floor plans, drawn to scale and dimensioned, showing existing conditions and proposed work.
- Elevations (exterior views), drawn to scale, showing proposed work.
- Photographs showing existing conditions.
- A list of exterior materials to be used, including product sources and color descriptions.

Date Approved: _____

Historic Preservation Commission Chair Signature: _____

Any Conditions to Approval: _____