



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Community Development Department
 100 N. Appleton St. PH: 920-832-6468
 Appleton, WI 54911 FAX: 920-832-5994

Stamp date received

PROPERTY OWNER		APPLICANT (owner's agent)	
Name		Name	
Mailing Address		Mailing Address	
Phone	Fax	Phone	Fax
E-mail		E-mail	

PROPERTY INFORMATION	
Property Tax # (31-0-0000-00)	
Site Address/Location	
Legal Description of Land (may be attached as separate sheet)	
Historic Structure or Site Name	
Current Zoning	
Current Uses	Proposed Uses

ATTACHMENTS - Please include any or all of the following, as appropriate for your request

Scaled site plan of lot. (Please indicate property line dimensions, location, size, and yard setback dimensions of proposed and existing structures and driveways. Show relative location of adjoining structures if located within a district. The Community Development Department and/or Assessor's office may provide assistance.)

Sketches, elevation drawings and/or annotated photographs.

Description of proposed work, materials to be used and impact on existing feature.

Specifications (materials) for the project.

Date	Owner/Agent Signature (Agents must provide written proof of authorization)

OFFICE USE ONLY	
Application Complete _____	Date Filed ____/____/____
Historic Preservation Approval Date ____/____/____	

WHAT IS A CERTIFICATE OF APPROPRIATENESS?

It is a certificate issued by the Historic Preservation Commission approving alteration, rehabilitation, construction, reconstruction or demolition of a historic structure, historic site or any improvement in a historic district. No owner or person in charge of a historic structure or historic site within a historic district shall reconstruct, alter or demolish all or any part of such property (including the exterior) unless a Certificate of Appropriateness has been granted.

WHERE DO I START?

Contact the Community Development Department to discuss interest in obtaining a Certificate of Appropriateness.

WHAT'S NEXT?

A complete submittal includes a completed application signed by the property owner(s) with the following supplementary information: a map-to-scale with property lines, dimensions, location of all buildings and distances to property lines, a detailed description of the project (including project materials), and all pictures or drawings which demonstrate the scope of the project (including architectural features affected such as windows, roofs, porches, cornices or masonry). This submittal shall be filed with the Community Development Department at least 14 days before the Historic Preservation Commission meeting.

The Historic Preservation Commission shall make a decision regarding the Certificate within 45 days of filing the application with the City Clerks Office.

WHAT IS THE FINAL ACTION?

The Historic Preservation Commission grants a Certificate of Appropriateness. Compliance with the Certificate shall be completed within six months of issuance.

NOTE: *The issuance of a Certificate shall not relieve the applicant from obtaining other permits and approvals required by the City. A building permit or other municipal permit shall be invalid if it is obtained without the presentation of the Certificate required for the proposed work.*