

CHARLESTON HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS APPLICATION

Application Number _____

Date Submitted: _____

Address of Property (Please Print): _____

Property ID#/Legal Description: _____

1) Name and Address of Property Owner(s):

Name

Street Address:

City, State, Zip Code:

Daytime Phone Number

FAX Number

Cell Phone Number

E-mail

Applicant's relationship to Owner if other than Owner:

Lessee/Tenant _____ Contractor _____ Architect/Engineer _____ Other: _____
(If *Other*, please identify relationship to owner)

2) Name and Address of Applicant(s) *If different from Property Owner(s):*

Name

Street Address

City, State, Zip Code

Daytime Phone Number

FAX Number

Cell Phone Number

E-mail

3) Architect/Engineer/Contractor (if applicable):

Name

Primary Contact

Street Address

City, State, Zip Code

Daytime Phone Number

FAX Number

Cell Phone Number

E-mail

ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION

___ EXTERIOR ALTERATION/REPAIR

Check each work item for which approval is requested:

- | | |
|---|---|
| ___ Architectural Feature (Decorative Ornamentation) | ___ Retaining Walls |
| ___ Awning or Canopy | ___ Roof (Change in Shape, Features, Materials) |
| ___ Deck | ___ Satellite Dish |
| ___ Door | ___ Security Doors or Security Windows |
| ___ Fence | ___ Sidewalks |
| ___ Gutters | ___ Shutters |
| ___ Light Fixtures | ___ Siding |
| ___ Mechanical System Units | ___ Signs |
| ___ Masonry Cleaning, Tuck-pointing, Painting | ___ Skylights |
| ___ Material Change (wood, brick, etc.) | ___ Solar Collectors |
| ___ Cleaning, Painting (paint removal, etc.) | ___ Storm Doors or Storm Windows |
| ___ Paving (Parking lot, driveways) | ___ Windows |
| ___ Porch – Major Repair and/or Reconstruction
(Including steps) | ___ Other: |

Describe in detail all work to be done for each item in the space provided on the following page. Include the following materials where appropriate and check appropriate box if included.

- ___ A. Drawings, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior, including a site plan. To-scale drawings with dimensions will be required for major changes in design, e.g., roofs, facades, porches, and other significant architectural features.
- ___ B. If application is for any feature not on the primary structure, include a site plan.
- ___ C. If material changes are proposed, include samples.

___ **NEW CONSTRUCTION/ADDITIONS**

Include the following materials (where appropriate) and check appropriate box if included.

For primary structure, outbuilding or addition:

- ___ 1. Site plan with measured distances.
- ___ 2. Elevation drawings of each façade with dimensions and specifications which clearly illustrate the exterior appearance of the project.
- ___ 3. Drawings, photographs, samples, manufacturer's illustrations, or other description of material to be used. Drawings or other description of site improvements, e.g., fences, sidewalks, lighting, pavements, decks.

___ **DEMOLITION OF STRUCTURE**

- 1. Describe the structure's condition and reason for demolition.
- 2. Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.
- 3. If Economic Hardship is claimed, include evidence that hardship exists (a definition of economic hardship is on page four).

___ **RELOCATION OF STRUCTURE**

- 1. Explain what building will be moved, where, why and if there are any proposed changes.
- 2. If a building will be moved into the district from outside, include photographs.
- 3. Include a site plan showing proposed location of the structure on the new parcel. Describe any site features which may be altered or distributed, e.g., foundations, wall, vegetation.

DESCRIPTION OF PROPOSED WORK: Please describe in detail all work to be done for each item checked on the COA application. Use additional sheets if necessary.

***NOTE:** A site visit by Commission members may be required.*

TYPE OF WORK (Check all that apply)

- Exterior Alteration/Repair
- Addition
- Other: _____
- Demolition
 - Whole Primary Structure
 - Part Primary Structure
 - Garage/Outbuilding
 - Building Relocation
- New Construction
- Garage/Outbuilding

A **Certificate of Economic Hardship** is a permit issued by the Historic Preservation Commission when the denial of a Certificate of Appropriateness has deprived, or will deprive, the owner of the property of all reasonable use of, or economic return on, the property. The Historic Preservation Commission reviews applications to determine whether or not the proposed changes to a historical resource will cause an economic hardship.

In consideration of this application and attached plans and specifications being made a part hereof, I/we will conform to all of the regulations set forth in the City of Charleston, Illinois Codes and Ordinances.

I/we further agree that all work will be in accordance with the plans and specifications that accompany this application, except for such changes as may be authorized or required by the Building Official or Historical Preservation Commission. On completion of the work, I/we agree to notify the Building Inspector to schedule an inspection of the property.

I/we further agree to post a copy of the approved plans with the Certificate of Appropriateness along with the permit on the subject premises in a place of public view.

Owner/authorized Agent Signature

Date

Printed Owner/Authorized Agent Signature

Please Return Application Form and Supporting Documentation to:
City Clerk
City of Charleston
Charleston City Hall
520 Jackson Avenue
Charleston, IL 61920