



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

CITY OF EVANSVILLE HISTORIC PRESERVATION COMMISSION
31 S. Madison St, PO Box 529, Evansville, WI 53536

\$0.00
Application
Fee

This is a request for issuance of a Certificate of Appropriateness (COA) by the Historic Preservation Commission (HPC) for work proposed to be performed on the exterior of a structure located in any Historic District or designated by the State or City as a historic building or historic site. Complete all sections of this form – it is used to determine if the proposal should be reviewed by staff or the HPC. **Submit questions or completed applications to address above, or via email to the Community Development Director, Colette Spranger, at: (608)-882-2263 or colette.spranger@ci.evansville.wi.gov.**

SECTION	APPLICANT and/or OWNER INFORMATION	HISTORIC PROPERTY INFORMATION
1	Applicant Name: _____	Historic Property Address: _____
	Applicant Mailing Address: _____	Evansville, WI 53536
		The following information is available on the property's tax bill:
	Applicant Phone: _____	Parcel Tax ID Number: 222 _____
	Applicant Email: _____	Parcel Number: 6-27-_____
	If different from above, please provide:	The following information is available by searching the property address at www.wisconsinhistory.org/records):
	Owner Name: _____	
	Owner Address: _____	
		Historic Property Name: _____
	Owner Phone: _____	AHI Number: _____
Owner Email: _____	Contributing: Y or N	

INSTRUCTIONS: Complete this entire form and submit by mail or email the following:

1. Application Form with attachments (as outlined in Section 3C and 5):

- Clear photo(s) of every portion of the property that will be affected by the work
- Historic photograph(s) (if available)
- Exterior elevations or sketches of existing conditions and proposed work
- Samples or specifications of proposed materials
- If Section 3B applies, evidence of un-reparability
- Site plan (if applicable)
- Print or PDF of State of WI historic property information, available by searching the property address at www.wisconsinhistory.org

2. Building Permit (work cannot begin until Building Inspector has approved a Building Permit)

All applications are to be submitted and deemed complete at least 10 days prior to the HPC meeting. HPC typically meets on the third Wednesday of each month at 6:00pm in City Hall. Applicants are encouraged to appear in person.

Thank you for helping to value and protect "one of the most intact nineteenth century townscapes in southern Wisconsin" and "the finest collection of 1840s – 1915 architecture of any small town in Wisconsin" – Wisconsin State Historic Society

SUBMITTED BY: _____ **DATE:** _____
Owner or Applicant Signature

SECTION	PROPOSED WORK CHECKLIST	
<h1>2</h1>	Please check all boxes that apply and provide more detail in Sections 3 and 4:	
Work Category	Work Category Details	
<input type="checkbox"/> Roofing	<input type="checkbox"/> Replacement <input type="checkbox"/> Minor repair	<input type="checkbox"/> Shingles only <input type="checkbox"/> Soffit, fascia, or trim work <input type="checkbox"/> Matching existing materials <input type="checkbox"/> Change of materials (EG, replacing asphalt with metal)
<input type="checkbox"/> Gutters	<input type="checkbox"/> New or repair <input type="checkbox"/> Replacement <input type="checkbox"/> Removal	<input type="checkbox"/> Change of materials <input type="checkbox"/> Match existing historic materials (metal, etc.) <input type="checkbox"/> Use new modern materials (vinyl, etc.)
<input type="checkbox"/> Siding	<input type="checkbox"/> Minor repair <input type="checkbox"/> Replacement	<input type="checkbox"/> Change of materials <input type="checkbox"/> Match historic materials (wood, cement board, etc.) <input type="checkbox"/> Use modern materials (plastic, vinyl aluminum, etc.)
<input type="checkbox"/> Exterior windows and doors	<input type="checkbox"/> Add new <input type="checkbox"/> Replacement <input type="checkbox"/> Removal	<input type="checkbox"/> Change in dimension or location (height, length) <input type="checkbox"/> Match historic materials (wood, metal, glass, etc.) <input type="checkbox"/> Use modern material (plastic, vinyl, aluminum, etc.) <input type="checkbox"/> Removal, covering or alteration of original trim
<input type="checkbox"/> Fences	<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<input type="checkbox"/> Use new modern materials (vinyl, aluminum, etc.) <input type="checkbox"/> Matching historic materials (wood, stone, etc.)
<input type="checkbox"/> Porch	<input type="checkbox"/> Minor repair <input type="checkbox"/> Replacement <input type="checkbox"/> Removal <input type="checkbox"/> Add new	<input type="checkbox"/> Match historic material (wood, metal, etc.) <input type="checkbox"/> Use new modern material (plastic, vinyl, aluminum, etc.) <input type="checkbox"/> Column, railing, or skirting <input type="checkbox"/> Decking
<input type="checkbox"/> Sidewalk or paving	<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<input type="checkbox"/> Recreating <input type="checkbox"/> Matching existing materials <input type="checkbox"/> Other: _____
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition <input type="checkbox"/> New building <input type="checkbox"/> Façade alteration	<input type="checkbox"/> Recreating missing architectural features <input type="checkbox"/> Removing architectural features <input type="checkbox"/> Other: _____
<input type="checkbox"/> Signage and exterior lighting	<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<input type="checkbox"/> <u>Signage (Complete Sign Permit Application instead).</u> <input type="checkbox"/> Lighting <input type="checkbox"/> New alternative materials <input type="checkbox"/> Matching existing materials
<input type="checkbox"/> Other	<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> Removal	<input type="checkbox"/> New modern materials <input type="checkbox"/> Match existing materials <input type="checkbox"/> Removal or altering of original architectural details <input type="checkbox"/> _____

SECTION	PROPOSED WORK SUMMARY
<h1>3</h1>	<p>3A For each Item that was checked in the left-hand column of Section 2, provide a more detailed description of the work proposed to be done:</p>
	<p>.....</p> <p>.....</p> <p>.....</p>
	<p>Pursuant to State Statute 62.23(7)(em)(2m) replacement materials shall be similar in design color, scale, architectural appearance, and other visual qualities. Please help the HPC or city staff better understand your project proposal by providing the following information:</p>
	<p>3B Will your project include replacing materials original to your historic building, including: siding, windows, trim, doors, etc?</p>
	<p>3C If so, summarize any attempts to repair the original materials and attach a contractor estimate that demonstrates the un-reparability of original materials:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

SECTION	SUPPLEMENTAL QUESTIONS
<h1>4</h1>	<p>4A Will the proposed work alter any of the distinctive features or historic architectural details of the property?</p>
	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
	<p>4B Please briefly describe how the proposed work will conform to the Standards and Guidelines of the Secretary of the U. S. Dept. of the Interior for the Rehabilitation of Historic Properties (available at www.nps.gov/tps/standards/rehabilitation.htm and at City Hall.)</p> <p><i>Adherence to these standards and guidelines will help assure your property's eligibility for potential State and Federal tax credits.</i></p>
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>4C Have you submitted this project for state or federal tax credits?</p>	

SECTION	REQUIRED ATTACHMENTS
<div data-bbox="154 325 219 430" style="font-size: 48px;">5</div>	<p>Please attach the following required items using the space below or additional sheets as necessary, Each attachment should be marked with an exhibit number:</p> <ol style="list-style-type: none"> 1. Clear photo(s) of every portion of the property affected by the work 2. Historic photograph (if available) 3. Exterior elevations or sketches of existing conditions and proposed work 4. Samples or specifications of proposed materials 5. If Section 3B applies, evidence of un-reparability 6. Site plan (if applicable) 7. Print or PDF of State of WI historic property information, available by searching the property address at www.wisconsinhistory.org 8. Additional attachments that may assist in understanding the proposed work

EXHIBIT: _____



DECISION FORM FOR CERTIFICATE OF APPROPRIATENESS

CITY OF EVANSVILLE HISTORIC PRESERVATION COMMISSION
31 S. Madison St, Evansville, WI 53536

This decision form outlines the criteria that is used approve, deny or approve with conditions the proposed work. This form will be completed by the chair of HPC or the Community Development Director.

Certificate of Appropriateness Decision Criteria: *The Historic Preservation commission is authorized to grant Certificates of Appropriateness when the standards found in section 62-36(10) of the Municipal Ordinances are met:*

- The proposed work does not have an adverse effect on the immediate site*
- The proposed work does not have an adverse effect on adjacent properties*
- The proposed work does not have an adverse effect on the entire district*
- Historic character is preserved*

Additionally, the below decision criteria (as outlined in Wisconsin State Statutes 62.23(7)(em)2m) are required to be met when replacing original windows, siding, or other exterior materials:

- Original material is severely or significantly deteriorated as defined by the N.P.S.**
- Contractor estimate demonstrates the un-repairability of original materials**
- Replacement material is similar in [] design, [] color, [] scale, [] architectural appearance, and [] other visual qualities _____**

Summary of Work:

Certificate of Appropriateness is hereby (check one):

Approved, [] Not approved, or [] Approved with the following conditions:

Approved by: _____
Community Development Director or HPC Chairperson Signature

Date: _____

HISTORIC PROPERTY INFORMATION

Historic Property Address:

Tax ID Number: 222 _____

Historic Property AHI Number:

Parcel Number: 6-27-_____

SECTION	SUPPLEMENTAL ATTACHMENTS
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Use this sheet to attach any additional items. **Each attachment should be marked with an exhibit number.**

EXHIBIT: _____	
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PROJECT ADDRESS _____ PERMIT # _____

PROJECT DESCRIPTION:	PARCEL #:
	TAX ID #:



BUILDING PERMIT APPLICATION

CITY OF EVANSVILLE BUILDING INSPECTION AND CODE ENFORCEMENT
 31 S. Madison St, PO Box 529, Evansville, WI 53536
 LARRY SCHALK (608)490-3100 larry.schalk@ci.evansville.wi.gov

PERMIT REQUESTED: CONSTRUCTION HVAC ELECTRIC PLUMBING OTHER _____

OWNER'S NAME	ADDRESS	PHONE	EMAIL
CONTRACTOR: <input type="checkbox"/> CONST <input type="checkbox"/> HVAC <input type="checkbox"/> ELEC <input type="checkbox"/> PLBG	LIC/CERT#/EXP	PHONE	EMAIL
CONTRACTOR: <input type="checkbox"/> CONST <input type="checkbox"/> HVAC <input type="checkbox"/> ELEC <input type="checkbox"/> PLBG	LIC/CERT#/EXP	PHONE	EMAIL
CONTRACTOR: <input type="checkbox"/> CONST <input type="checkbox"/> HVAC <input type="checkbox"/> ELEC <input type="checkbox"/> PLBG	LIC/CERT#/EXP	PHONE	EMAIL
CONTRACTOR: <input type="checkbox"/> CONST <input type="checkbox"/> HVAC <input type="checkbox"/> ELEC <input type="checkbox"/> PLBG	LIC/CERT#/EXP	PHONE	EMAIL

PROJECT AREA _____ SQ.FT. ESTIMATED PROJECT COST \$ _____

I AGREE TO COMPLY WITH ALL APPLICABLE CODES, STATUTES AND ORDINANCES AND WITH THE CONDITIONS OF THIS PERMIT; UNDERSTAND THAT THE ISSUANCE OF THIS PERMIT CREATES NO LEGAL LIABILITY, EXPRESS OR IMPLIED, ON THE STATE OR MUNICIPALITY; AND CERTIFY THAT ALL THE INFORMATION IS ACCURATE. IF I AM THE OWNER APPLYING, I HAVE 2READ THE ATTACHED CAUTIONARY STATEMENT REGARDING CONTRACTOR FINANCIAL RESPONSIBILITY.

APPLICANT'S SIGNATURE _____ DATE _____

CONDITIONS OF APPROVAL: THIS PERMIT IS ISSUED PURSUANT TO THE FOLLOWING CONDITIONS, FAILURE TO COMPLY MAY RESULT IN SUSPENSION OR REVOCATION OF THIS PERMIT OR OTHER PENALTY.

PLOT PLAN MUST INCLUDE : LOT LINES , STREETS AND *EASEMENTS - LOCATION OF PRINCIPAL & ACCESSORY BUILDINGS - PROPOSED IMPROVEMENTS (DECK/FENCE/SHED/ETC...) SIZE & DIMENSIONS OF IMPROVEMENTS - SETBACK DISTANCES TO PROPERTY LINES AND OTHER STRUCTURES. * *IT IS THE RESPONSIBILITY OF THE APPLICANT TO VERIFY THE EXISTENCE OF EASEMENTS AND PROPERLY LABEL THEM ON THE PLOT PLAN - STRUCTURES ARE PROHIBITED WITHIN EASEMENTS.* **BUILDING PLANS MUST INCLUDE :** FLOOR PLAN , CROSS SECTION , COMPLETE CONSTRUCTION DETAILS IN COMPLIANCE WITH **SPS 320-325 .**
 DECKS - SEE **SPS 320-325 APPENDIX B dsps.wi.gov/UDC-ADMIN-CODE/**

PERMIT FEE: \$ _____ CHECK #: _____ DATE: _____

PERMIT ISSUED BY: _____ CERTIFICATION #: **70184**
 LARRY SCHALK

CALL DIGGERS HOTLINE: 1-800-242-8511



[Home](#) > [The Standards](#) > Rehabilitation Standards and Guidelines

Rehabilitation Standards and Guidelines

The Secretary of the Interior's Standards for Rehabilitation, codified as 36 CFR 67, are regulatory for the [Historic Preservation Tax Incentives program](#). The Guidelines for Rehabilitating Historic Buildings and the Guidelines on Sustainability for Rehabilitating Historic Buildings, which assist in applying the Standards, are advisory.

[Applying the Standards for Rehabilitation](#)

[Guidelines for Rehabilitating Historic Buildings](#)

[Guidelines on Sustainability](#)

[Guidelines on Flood Adaptation for Rehabilitating Historic Buildings](#)

Other Standards and Guidelines:

[Four Treatment Standards: Preservation, Rehabilitation, Restoration, and Reconstruction](#)

[Guidelines for the Treatment of Historic Properties](#)

[History of the Standards](#)

Secretary's Standards for Rehabilitation

The following Standards for Rehabilitation are the criteria used to determine if a rehabilitation project qualifies as a certified rehabilitation. The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Guidelines for Rehabilitating Historic Buildings

The [Guidelines](#) assist in applying the Standards to rehabilitation projects in general; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell a building owner which features of an historic building are important in defining the historic character and must be preserved or which features could be altered, if necessary, for the new use. Careful case-by-case decision-making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of the historic properties. These Guidelines are also available in [PDF format](#).

The [Guidelines on Sustainability for Rehabilitating Historic Buildings](#) stress the inherent sustainability of historic buildings and offer specific guidance on “recommended” rehabilitation treatments and “not recommended” treatments, which could negatively impact a building’s historic character. These Guidelines are also available as an [interactive web feature](#).