

	<p align="center">CITY OF DE PERE</p> <p align="center">APPLICATION FOR CERTIFICATE OF APPROPRIATENESS REVIEW</p>	Fee: \$ _____	
		Receipt #: _____	
		Date: _____	

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information			
Applicant Name (Ind., Org. or Entity)		Authorized Representative	
		Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Name (Ind. Org. or Entity)		Contact Person	
		Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	
SECTION 3: Project or Site Location			
Project Address/Description			Parcel No.
Name of Historic Site/Structure			
Historic District (if any)			
SECTION 4: Required Attachments Checklist			
<input type="checkbox"/>	Color Photographs of all affected areas and all sides of building.		
<input type="checkbox"/>	Sketches and elevation drawings.		
<input type="checkbox"/>	Material, design, and color samples.		
<input type="checkbox"/>	Site Plan showing location of project, adjoining structures, and fences.		
<input type="checkbox"/>	Project description summary (describe materials, designs, colors, and dimensions).		
Please submit 1 hard copy and 1 PDF copy of the Checklist items.			
SECTION 5: Certification and Permission			
<p>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 is 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.</p>			
<p>Permission: I hereby give the City 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.</p>			
Name of Owner/Authorized Representative (please print)		Title	Phone Number
Signature of Applicant		Date Signed	

TO BE COMPLETED BY CITY STAFF	
Certificate of Appropriateness Review authorized by the De Pere Municipal Code, Chapter 38.	

CITY OF DE PERE

CERTIFICATE OF APPROPRIATENESS GUIDELINES

When is a Certificate of Appropriateness needed?

- A Certificate of Appropriateness is needed if the City of De Pere 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 a improving upon 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 by the City of De Pere.
- 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 4* of this application:
 - Color photographs of all affected areas and all sides of buildings
 - Sketches and elevation drawings
 - Material, design, and color samples
 - Site plan showing project location, adjoining structures, and fences
 - Project description summary (describe materials, designs, colors, and dimensions)
- It is not required that the above information be included if it has already been provided to the City of De Pere 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 45 days
 - The City of De Pere Zoning and Planning staff 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 City of De Pere the following business day.
- The review and approval procedure is identified in Historic Preservation Ordinance Section 38-5. In summary:
 - The decision will be based on six criteria
 - Detrimental changes, destruction, or adversely affecting architectural features or site
 - Harmonizing new construction with existing exterior and neighboring improvements
 - Conformance with the purpose, intent, objectives, and design criteria of the Historic Preservation Plan
 - Detrimental loss to the general welfare of the public if an architectural or historically significant building is demolished
 - Ability and expense related to reproducing old, unusual or uncommon design, texture, and/or material
 - When demolishing a deteriorated building or structure, any self-created hardships or difficulties
 - There are ten additional standards that may be used with the criteria