

## ***CERTIFICATE OF APPROPRIATENESS***

### ***Application***

***Historic Property Name or District (if known):*** \_\_\_\_\_

***Address of Property:*** \_\_\_\_\_

<b>Project Applicant</b>			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
<b>Applicant, Agent or Contractor (Complete this information if different than owner)</b>			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
<b>Certification</b>			
I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this special use permit application.			
Name of Property Owner (please print):			
Signature of Owner/Authorized Representative		Date Signed	

*Description of proposed project – please describe all proposed work, including materials, design and dimensions. Additional pages may be attached, as needed:*

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***PROJECT APPLICANT SIGNATURE*** \_\_\_\_\_

Please note the types of documentation which should be submitted for each project.

<i><b>Project Type</b></i>	<i><b>Required Documentation</b></i>
❖ Additions	❖ Site Plan
❖ Exterior Alterations,	❖ Building Elevations (Existing and Proposed)
❖ Demolitions and Partial Demolition	❖ Site Plan Showing the Area to be Razed
❖ <b>All Projects</b>	❖ <b>All Projects</b>
❖ When introducing materials which do not replicate the original	❖ Photographs (Digital preferred)
❖ When introducing new architectural details or architectural details which do not replicate the original	❖ Material Samples
❖ When introducing new architectural details or architectural details which do not duplicate the original	❖ Pictures or Drawings and Material Samples

### ***Application Submittal***

- ❑ Certificate of Appropriateness applications may be submitted in person at the City of Fond du Lac Community Development office located on the 4<sup>th</sup> floor of the City-County Government Center or via postal delivery service.  

Mailing address: City of Fond du Lac – Community Development Department  
160 S Macy Street  
PO Box 150  
Fond du Lac, WI 54936-0150
- ❑ The electronic submittal of an application is acceptable. Electronic applications should be emailed to: [CD@fdl.wi.gov](mailto:CD@fdl.wi.gov). Please call 920-322-3440 to confirm receipt of the electronic submittal.

### ***Historic Preservation Commission Meeting***

The Historic Preservation Commission meetings are held at 6:00 p.m. in Meeting Room A of the City-County Government Center, 160 S Macy Street. Meeting dates are listed in the Historic Preservation Commission timetable. The project applicant or a representative must attend the meeting to present the Certificate of Appropriateness application to the commission.

***FOR INFORMATION OR ASSISTANCE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT: (920) 322-3440***

# HISTORIC PRESERVATION COMMISSION TIMETABLE 2025

(3<sup>rd</sup> Wednesday of the Month)

<b>City Clerk Notices To Property Owners (for Designations only)</b> (Monday)	<b>Agenda Distribution</b> (Friday)	<b>HPC Meeting</b> 6:00 pm – Wednesday Meeting Room A
Dec 30, 2024	Jan 10, 2025	<b>Jan 15, 2025</b>
Feb 3, 2025	Feb 14, 2025	<b>Feb 19, 2025</b>
Mar 3, 2025	Mar 14, 2025	<b>Mar 19, 2025</b>
Mar 31, 2025	April 11, 2025	<b>April 16, 2025</b>
May 5, 2025	May 16, 2025	<b>May 21, 2025</b>
June 2, 2025	June 13, 2025	<b>June 18, 2025</b>
June 30, 2025	July 11, 2025	<b>July 16, 2025</b>
Aug 4, 2025	Aug 15, 2025	<b>Aug 20, 2025</b>
No Meeting in September (Special City Council Budget Session)		
Sep 29, 2025	Oct 10, 2025	<b>Oct 15, 2025</b>
Nov 3, 2025	Nov 14, 2025	<b>Nov 19, 2025</b>
Dec 1, 2025	Dec 12, 2025	<b>Dec 17, 2025</b>