

CERTIFICATE OF APPROPRIATENESS

Application

Historic Property Name or District (if known): _____

Address of Property: _____

Project Applicant			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Applicant, Agent or Contractor (Complete this information if different than owner)			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Certification			
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:

PROJECT APPLICANT SIGNATURE _____

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

Project Type	Required Documentation
❖ Additions	❖ Site Plan
❖ Exterior Alterations,	❖ Building Elevations (Existing and Proposed)
❖ Demolitions and Partial Demolition	❖ Site Plan Showing the Area to be Razed
❖ All Projects	❖ All Projects
❖ 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 4th 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 submitted to: dbenson@fdl.wi.gov

Historic Preservation Commission Meeting

The Historic Preservation Commission meetings are held at 6:00 p.m. in Meeting Room D 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